



Livingston PUBLIC SCHOOLS

Livingston High School
30 Robert H Harp Drive
Livingston, NJ 07039

January 23, 2023

Dear Parents:

We are proud to kick off the 2023-2024 scheduling season! This begins with the publishing of teacher recommendations in the Genesis Parent Portal beginning **February 8, 2023 after 4:00 p.m.** Teachers and department supervisors put forth a lot of effort in providing well thought out recommendations by discussing and reviewing student classroom performance, assessments, interest in the subject matter, and knowledge of course expectations. Parents and students are encouraged to use this information to seriously consider the selection of courses for next year. Follow up with your teachers with any questions prior to your scheduling meeting as these recommendations serve as a guideline for the course selection process with your school counselor.

Prior to your scheduling meeting, students and parents are asked to make online course requests in the Genesis Parent Portal. This process **does not** replace the individual scheduling meeting with your school counselor. Students can still make different choices during their scheduling meeting; however, adding these requests beforehand allows for deeper conversations about student choices and interests. [Linked here](#) are step-by-step directions on how to enter these course requests.

It is important that students are ready to meet with their school counselor at any point during the window listed below, as they will be scheduled by their school counselors during these timeframes. If you would like to attend your child's assigned 20-minute scheduling meeting, please call the School Counseling office at extension 8060 or 6931. During these meetings, school counselors will be utilizing the [four year planning worksheet](#); students are encouraged to use this as a tool in advance of their meeting to assist in their planning.

February 10th - March 6th (9th to 10th grade) March 7th - March 20th (10th to 11th grade) March 21st - March 31st (11th to 12th grade)
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Livingston High School remains committed to open access for all students. Students may select a desired course level provided they have met the prerequisites and have given careful consideration to current performance and teacher recommendations. It is equally important that your child develops a well-rounded program that not only addresses academic rigor, but also takes into account a balanced, healthy lifestyle including extracurricular activities and commitments outside of LHS. During this decision-making process, consider the time commitments dedicated to outside organizations and co-curricular activities. Please refer to the [LHS Course Guide](#) for more information.

As a reminder, AP, honors and elective courses may require an application or assessment. **All applications are due by January 30, 2023 at 8:00 a.m.** For more information on AP and honors requirements, please visit the [LHS Scheduling Center](#).

After your child's scheduling meeting, course verifications will be available to view in the Genesis Parent Access Portal until April 13, 2023. Below you will find a table of important upcoming scheduling dates:

January 30	All required applications are due by 8:00 a.m.
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February 8	Teacher recommendations are posted in Genesis
February 10 – March 31	Individual student scheduling meetings with school counselor
April 13	Student/parent deadline to confirm course selections in Genesis and request any schedule changes prior to master schedule construction

Please utilize these scheduling resources prior to your child's scheduling meeting:

[LHS Course Preview Day website](#)
[LHS Scheduling Center](#)

Please do not hesitate to contact your child's teacher(s) and counselor should you have any questions regarding course selection for next year.

Sincerely,



Dr. Mary Kate Pretto, Ed. D.
Assistant Principal



Mrs. Sinead Crews
Director of School Counseling