

WAYNE TOWNSHIP PUBLIC SCHOOLS
WAYNE HILLS HIGH SCHOOL
School Counseling Department

Cynthia Gorkowski – Lead Counselor
Counselors: Bruce Keogh • Nancy Kowalski • Monica Mann
Joyce Savastano • Kevin Smilon

January, 2014

Dear Parents and Guardians:

The School Counseling Department will begin assisting the students with their course requests for the 2014-2015 school year at the end of January. The deadline for submitting the course request form is indicated on the bottom of the request form.

Before the student meets with his/her counselor to review their course requests, it will be necessary for you to review the Program of Studies Booklet with your son or daughter. This year the course request worksheet and booklet will only be available **ONLINE**. In order to access these documents, go to the Wayne School's website, click on Wayne Hills, click on Department, click on Guidance and you will find the worksheet link and Program of Studies link. Please use the attached request sheet and grade appropriate listing of electives when filling out the course request worksheet. Once you have reviewed the graduation requirements and possible electives please print and complete the request form and sign where indicated. During the course planning appointment, your child's counselor will discuss the appropriateness of their choices. Changes can be made if necessary. Appointments will not be honored without a completed, signed course request form. **Also, please be aware that by signing the request form, you and your child approve of the choices and are fully aware that course changes will not be permitted after June 1st except for summer school involvement, change of program, failure in a subject, or due to state/district standardized test results.**

If you will be taking an AP elective course and that course requires a teacher recommendation you must complete the Advanced Placement recommendation form.

If you choose to join your son or daughter during the course planning meeting with the counselor, please call the School Counseling Department for an appointment.

Sincerely,

Cynthia Gorkowski

Cynthia Gorkowski
Lead Counselor

Note:

Current 9th Graders → complete Grade 10 Worksheet

Current 10th Graders → complete Grade 11 Worksheet

Current 11th Graders → complete Grade 12 Worksheet

The course planning meetings will begin with the current Grade 11 students and continue until mid-March. Please be patient! It is very important for each counselor to spend quality time with each of their students. Your son or daughter will have an equal chance of receiving the courses that they have selected.

Please Note: No one will be seen without a completed, signed form. A missing or unsigned request form could result in a student not being able to enroll in a desired course.

GRADE 11 COURSE REQUEST WORKSHEET

COUNSELOR'S NAME: _____ DATE: _____ HOMEROOM: _____

STUDENT: _____ PARENT LAST NAME: _____

STUDENT E-MAIL: _____ HOME PHONE: _____

MOTHER'S WORK/CELL PHONE: _____ CAREER PLANS: _____

FATHER'S WORK/CELL PHONE: _____ PARENT E-MAIL: _____

The "Program of Studies Handbook - 2014/2015" can be viewed/downloaded at www.wayneschools.com - Wayne Hills homepage.

135 CREDITS REQUIRED FOR GRADUATION – SUCCESSFUL COMPLETION OF ALL SECTIONS OF THE GRADE 11 HSPA IS REQUIRED FOR GRADUATION. THE HSPA IS GIVEN IN MARCH.

COURSES

1. ENGLISH 12
2. PHYS.ED./HEALTH 12
3. LUNCH

ELECTIVE REQUESTS IN ORDER OF PREFERENCE

4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

- (2.5 CREDITS IN FINANCIAL LITERACY REQUIREMENT)

ALTERNATE CHOICES

You must list at least four full year courses in the event an elective is not available. (Two half-year courses equal one full year course.) Alternate courses must be listed in order of preference.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I approve this course request worksheet and I am fully aware that changes will not be permitted after the last week in JUNE except for summer school involvement, change of program and/or a failure in a subject.

PARENT/GUARDIAN SIGNATURE

STUDENT SIGNATURE

DATE

PLEASE NOTE: Initial level determinations will be made according to current course placements. Final level placements will be made based on the student's level of performance throughout the remainder of the current school year.

- **COMPLETED FORMS ARE TO BE RETURNED TO THE COUNSELING OFFICE ON OR BEFORE JANUARY 24, 2014. THE COMPLETED FORM MAY BE FAXED TO THE COUNSELING OFFICE AT 973-633-3188.**
- **PLEASE NOTE: NO ONE WILL BE SEEN WITHOUT A COMPLETED, SIGNED FORM.**

GRADE 11 COURSE REQUEST WORKSHEET

COUNSELOR'S NAME: _____ DATE : _____ HOMEROOM _____

STUDENT: _____ PARENT LAST NAME: _____

STUDENT E-MAIL: _____ HOME PHONE: _____

MOTHER'S WORK/CELL PHONE: _____ CAREER PLANS: _____

FATHER'S WORK/CELL PHONE: _____ PARENT E-MAIL: _____

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135 CREDITS REQUIRED FOR GRADUATION - Each year the students will take the Partnership for Assessment of Readiness for College and Careers (PARCC) to test English Language Arts/Literacy and Math.

COURSES

1. ENGLISH 11
2. PHYS.ED./HEALTH 11
3. LUNCH
4. U.S. HISTORY II
5. (SCIENCE)
6. (MATH)

ELECTIVE REQUESTS (IN ORDER OF PREFERENCE)

7. _____
8. _____
9. _____

- (2.5 CREDITS IN FINANCIAL LITERACY REQUIREMENT)

ALTERNATE CHOICES

You must list at least four full year courses in the event an elective is not available. (Two half-year courses equal one full year course.)
 Alternate courses must be listed in order of preference.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I approve this course request worksheet and I am fully aware that changes will not be permitted after the last week in JUNE except for summer school involvement, change of program and/or a failure in a subject.

 PARENT/GUARDIAN SIGNATURE

 STUDENT SIGNATURE

 DATE

PLEASE NOTE: Initial level determinations will be made according to current course placements. Final level placements will be made based on the student's level of performance throughout the remainder of the current school year.

- **COMPLETED FORMS ARE TO BE RETURNED TO THE COUNSELING OFFICE ON OR BEFORE January 31, 2014 THE COMPLETED FORM MAY BE FAXED TO THE COUNSELING OFFICE AT 973-633-3188.**
- **PLEASE NOTE: NO ONE WILL BE SEEN WITHOUT A COMPLETED, SIGNED FORM.**

COUNSELOR'S NAME: _____ DATE : _____ HOMEROOM _____

STUDENT: _____ PARENT LAST NAME: _____

STUDENT E-MAIL: _____ HOME PHONE: _____

MOTHER'S WORK/CELL PHONE: _____ CAREER PLANS: _____

FATHER'S WORK/CELL PHONE: _____ PARENT E-MAIL: _____

The "Program of Studies Handbook – 2014/2015" can be viewed/downloaded at www.wayneschools.com - Wayne Hills homepage.

135 CREDITS REQUIRED FOR GRADUATION – Each year the students will take the Partnership for Assessment of Readiness for College and Careers (PARCC) to test English Language Arts/Literacy and Math.

COURSES

1. **ENGLISH 10** _____
2. **PHYS.ED./HEALTH 10** _____
3. **LUNCH** _____
4. **U.S. HISTORY I** _____
5. **(MATH)** _____
6. **(LANGUAGE)** _____
7. **(SCIENCE)** _____

ELECTIVE REQUESTS (IN ORDER OF PREFERENCE)

8. _____
9. _____

ALTERNATE CHOICES

You must list at least four full year courses in the event an elective is not available. (Two half-year courses equal one full year course.) Alternate courses must be listed in order of preference.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I approve this course request worksheet and I am fully aware that changes will not be permitted after the last week in JUNE except for summer school involvement, change of program and/or a failure in a subject.

 PARENT/GUARDIAN SIGNATURE

 STUDENT SIGNATURE

 DATE

PLEASE NOTE: Initial level determinations will be made according to current course placements. Final level placements will be made based on the student's level of performance throughout the remainder of the current school year.

- **COMPLETED FORMS ARE TO BE RETURNED TO THE COUNSELING OFFICE ON OR BEFORE January 28, 2014. THE COMPLETED FORM MAY BE FAXED TO THE COUNSELING OFFICE AT 973-633-3188.**
- **PLEASE NOTE: NO ONE WILL BE SEEN WITHOUT A COMPLETED, SIGNED FORM.**