

Department of School Counseling

January 13, 2023

Dear Parents/Guardians:

Course recommendations for the 2023-2024 school year, made by your child's current teachers, will be viewable on Parent Access beginning Wednesday, January 18. Recommendations were made in English, Mathematics, Science, Social Studies, World Language, and the elective areas. Teachers were asked to discuss the recommendations with your child. Final recommendations will be available by Wednesday, February 8. If there is a question about a recommendation, we suggest you reach out to the teacher. These recommendations are based on five months' worth of class time with your child and reflect the teachers' best professional judgement.

Montville Township High School has a rich core academic and elective program. The Program of Studies provides further information on all courses and programs. You can access it through the Quick Links on the MTHS website or by [CLICKING HERE](#). Please take the time to review the descriptions of courses with your child so they are fully prepared to make an informed decision relating to course selection. Although we will make every effort to enroll your child in their first choice of electives, it is not always possible.

Course selection meetings will take place from February 10 - March 22. Current high school students will meet with their school counselor in an individual counseling session. Their requested courses will be available for you to review on Parent Access after the meeting. Eighth grade parents/guardians are encouraged to attend the in-person course selection appointment that you scheduled (general education) or that was pre-scheduled and emailed to you (special education), to meet your child's high school counselor and case manager, if appropriate.

- Prior to the course selection meeting, your child needs to complete the [Elective Request](#) form. They must provide a list of eight elective requests in priority order.
- Students who wish to be considered for an override, of a teacher recommendation, need to complete a [Class Placement Override Appeal](#) form and submit it no later than Wednesday, March 22. The request will be submitted to the appropriate supervisor for review. Please speak with your counselor if you plan to pursue this option.
- Students wishing to make a change to their original course request, after Monday, March 27 at 2pm, must submit the [Request for Change](#) form.
- Note: all forms are digital via Google forms. Grades 9-11 can find forms in Schoology in Grade Level Groups (under Resources, then School Counseling Resources). Grade 8 can find forms on the main page of the Lazar website through the Information for 8th Graders link (under Lazar News). A request will not be considered unless the form is completely filled out.
- Any requests submitted after the deadline dates will not be considered until the summer and will be based on course availability.

Your child's high school counselor welcomes your inquiries about the course selection process. Please feel free to reach out to the counselor before or after the meeting with any questions or concerns. We are eager to work with you in making the most appropriate course selections that reflect balance, as well as an understanding of your child's skill level and development.

Sincerely,

Leslee J. Scheckman

Director of School Counseling K-12
Montville Township Public Schools