## Abington Friends Upper School Course Registration Timeline

#### April:

- Upper School Directors of Studies, Ryan Keaton and Kristen Miller (10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> Grades), attend class meetings to outline course planning process for students.
- Upper School Directors of Studies work closely with grade teams and assist students with academic planning.
- Departmental placement decisions are shared with families, Directors of Studies and advisors.
- Individual students and families with academic program and/or planning questions contact the Department Chair or Directors of Studies.
- Directors of Studies double-check all course requests and transcripts to ensure that each student is on track to meet graduation requirements.
- Directors of Studies check in with students to finalize course selections, as needed.

#### May

- A master schedule is constructed based on the courses students have selected.
- Based on staffing and the courses students have selected, we determine how many sections of each course are needed.

#### **Early June**

- 2016-2017 course rosters are available to rising and current upper school families.
- Changes to semester and year-long courses may be made during the last week of school.

#### **Over the Summer**

• Directors of Studies will host office hours on select summer days to assist students and families with scheduling questions, course changes, and ongoing academic planning.

### Start of the School Year

- Student schedules are given out on the morning of the first day of school.
- Changes to semester and year-long courses may be made during the first week of school.

# Questions? Please contact:

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