

Last update: 2/08/2008

## 2008-2009 Registration Timeline

Nov – Jan: administrators and departments start conversations about course offerings for the next school year

Jan – Feb: (deadline to be determined) teachers make recommendations and enter into SAM/SPAN

Late Jan: Registration Packets for students are finalized and printed

Feb \_\_\_\_: applications ready for certain courses DUE: \_\_Feb 15<sup>th</sup> to Student Services (PEPI, Newspaper, Yearbook, etc)

Feb: Counselors work with students in small groups for credit checks and students receive registration planning materials at these visits.

Feb: Counselors communicate with middle schools

March 6<sup>th</sup>: Curriculum Parent Night – for rising 10 – 12<sup>th</sup> graders (see the calendar on the website for more details)

March 5<sup>th</sup>: Curriculum Parent Night – for rising 9<sup>th</sup> graders

March 7 - 19: Students receive account codes for SPAN and may begin the online registration process. **Students are signing up for all 8 classes.**

March: Counselors will work with middle schools as they register

Late March: Counselors will identify students who have not finalized registrations and pull them from class to complete registration

March – April: Data manager will enter (move!) data to NCWISE data system

April: Students will receive a hard copy of their selections – these copies are NOT Schedules but just a list of the student's request. They will need to be returned with any changes listed and parent signatures.

May – July: The master schedule is developed based on student requests balanced with staff allotment

August: Students will receive schedules