

**Ryle High School
2020-2021
Scheduling Directions and Timeline
Grades 9-11**

January 21, 2020: Monday RAP (Tuesday)

- **Counselors will be on the Live Announcements Briefly to review these steps**

1. RAP teachers will pass out transcripts (10th-11th), credit check sheets (9th only), 4 year planning tool (Purple-9th only), and IC Portal Directions (Blue-ALL Students)
2. Grades 10-11: Students should look carefully over their transcripts to ensure accuracy and check for errors. Any errors should be reported to their counselor after RAP is over (do not come to the guidance office during this RAP period).
3. Fill in the credit check sheet to make sure you have all of the required courses for graduation. This will help you know what classes you will need for next school year.
4. Practice Logging into the IC Student Portal. Any issues logging in should be dealt with prior to January 30th (Media Center)

January 27, 2020: Monday RAP (One Hour Delay Schedule)

- Students in grades 9-11 will report to their Monday RAP location first thing in the morning.
- **Counselors will be on the live announcements** explaining the scheduling process while RAP teachers pass out materials and provide assistance to the students.
 - Course Numbers (Green), Student Scheduling Timeline/Directions (Yellow), Challenge Forms (Hot Pink)

****The course description guide is located on the Ryle Website: Raider Basics-->Student Scheduling Information. Look through the course description guide carefully; picking the classes you need to take to graduate. Be sure to pay close attention to the prerequisites and recommendations required for each course.

February 3-9, 2020: Student Portal will be open

1. Log in to your STUDENT PORTAL (Infinite Campus). Input your electives and at least 4 alternate courses. Your required courses should already be listed in your student portal. Follow the directions on the Instruction Sheet (Blue) to log into your student portal and enter your elective courses. Issues with logging into your student portal? The Media Center can help! When entering your elective courses, you will see course descriptions, these are not Ryle's course descriptions. To see an accurate course description, please refer to the Course Description Guide.

2. To make things easier, each student is given a list of Course Numbers(Light Green) listing all of the Electives at Ryle HS. Courses requiring applications will be entered by counselors.
3. When finished, you should have a total of 6 credits between Required and Elective Courses and at least 4 Alternate Courses entered in the order you would be willing to take them.
4. If there is a class listed in your student portal YOU DO NOT WANT, you must complete a Challenge Form (Hot Pink). If you wish to take a class you were not recommended for, you must complete a Challenge Form (Hot Pink). **Challenge Forms must be stapled to your request forms you will receive on February 10th (Light Pink).**
5. Students who applied for a program or course with an application might see those courses listed in their student portal. If not, you must enter up to 6 courses that will later be changed if you have been accepted into the program or course you applied for.
6. Students requesting courses that are split into half credits must enter both halves of the course in order to have the correct number of course requests (i.e. PE, Foods, Music, American Pop Culture/Global Issues, Health/PE)
7. **February 3, 5, and 7, 2020:** Ryle will have Monday RAPs. Use this time to ask your RAP teacher questions, ask for help scheduling your courses, and use this time to enter your course requests into your student portal.
8. **The Student Portal will close Sunday, February 9th at midnight.**

February 10, 2020: Course Request Forms (Light Pink)

1. RAP Teachers will return Course Request Forms (Light Pink) to the students.
2. Students are responsible for getting the required teacher signatures next to the courses that require them (refer to the Light Green Elective Document-R=teacher signature).
3. Students must sign and get a parent signature at the bottom of the Course Request Form (Light Pink).
4. Students requesting AP courses must also sign the AP Contract found at the bottom of the Course Request Form (Light Pink).
5. Students that have completed a Challenge Form (Hot Pink) should staple them to the Course Request Form (Light Pink).
6. Student Request Forms (Light Pink) are due to your RAP teacher by Friday, February 14.

February 13, 14, 2020: ORGANIZATION TIME

- MONDAY RAPS (Thursday/Friday)
- Students and RAP teachers will use this time to get paperwork turned in and organized for Advisory Day on February 17th.

February 17, 2020: Advisory Day

1. Students/Parents will sign up for an Advisory Day appointment with the RAP teacher listed on the schedule of the student. PLEASE SIGN UP WITH THE TEACHER LISTED ON THE STUDENT'S SCHEDULE: RAP
2. At the meeting, RAP teacher and student/parent will review course requests and ensure Course Request Form is complete with required signatures. Committee should also verify student is scheduled for correct and appropriate courses for next school year.
3. If a student or parent wants to change anything on the Course Request Form, they should complete and attach a Challenge Form (Hot Pink).
4. Course Request Forms are collected by RAP teacher. Forms not turned in on **February 17, 2020** are due by **March 2, 2020 to the student's RAP teacher.**

March 9-16, 2020: Final Course Request Form (White)

1. **March 9, 2020**-Students will receive a FINAL COPY of their completed course requests. **ONLY** students with corrections or changes should fix their requests and turn this form into Guidance by **March 16th**. **Must have parent signature to ensure an agreement to the changes.**

General Reminders:

- Teachers will be available before school, in between classes, and after school for signatures. There will be NO excuses for not having teacher signatures. Make sure to get your signatures on your Course Request Form (Light Pink). DO NOT INTERRUPT classes to get a signature from a teacher.
- Students who do not have access to the internet and cannot log on to student portal from home or a public library will have access to the library computers. Students must have their login information and scheduling information with them in order to be given this opportunity.
- **FINAL DATE TO MAKE ANY CHANGES TO REQUESTS IS MARCH 16, 2020**