

February 20, 2017

Dear LRHS Student and Parent/Guardian:

Attached you will find a scheduling packet for the 2017-2018 school year.

Enclosed in your scheduling packet are the following items:

- **Scheduling directions (2017-2018) by grade level**
- **Personal Plan of Study (6 Year Plan)**

We ask that you visit our high school website <http://www.logrog.net/Buildings/HS/hsindex.html> to find updated course information in the LRHS WildCatalog (with Graduation Requirements). You will also need to log into your Student Portal to view your Unofficial High School Transcript.

Students need to fill out the enclosed Personal Plan of Study and submit their course requests online by **March 1, 2017**. Please fill out the bottom portion of this letter on the Scheduling Checklist and return it with the Personal Plan of Study on March 1, 2017. If a student does not turn in the Personal Plan of Study by March 1, 2017, **the counselors will make a schedule for the student**. Counselors and administration will be available on **February 21, 2017**, from 5-7pm in the High School Library to answer scheduling questions and help with course selection(s). Counselors will also be available in the library during Wildcat Nation Time through the end of February to assist with scheduling and online course submission. Counselors will **meet individually with seniors, juniors, and sophomores** to finalize their schedules in April. Since students will be *involved* in completing their final schedules, **no schedule changes will be allowed later**. A copy of the 2017-2018 student schedules will be provided to each student on the last day of school, identifying class hours and teachers. Please remember that it is the student's responsibility to ensure that all paperwork is completed and submitted on time. Please see the high school website for additional scheduling reminders and tips.

Sincerely,

Dr. Teresa McKenzie
Principal

Katie Whitehead
Counselor (A -G)

Amy Wood
Counselor (H-N)

Gail Meinert
Counselor (O-Z)

Scheduling Checklist

Student Name _____
(Please Print)

Parents please initial below that the following items are complete.

Personal Plan of Study is completed and signed by both student and parent/guardian. _____

Student has submitted their desired courses online through the student portal. _____

Parent email: _____
(Please Print)