5th – 6th Transition | Pre-Registering for MS Classes



Before Registration:

All Counselor Meeting: Course Requests via HAC Resources.pptx

	Middle School Counselors	Elementary School Counselors & 5 th Grade Teachers
Roles and Responsibilities	 Communicate the process Communicate the schedule Visit classrooms, after initial conversation with 5th grade teachers/ES Counselors Walk through request selection Use ppt., video, and handouts to help 	 Review Course Catalog Page 3, Page 19- Checklist/pre-work Pages 20-27 Answering questions for students on different course options

Course Catalog Resources:

Middle School Course Catalog 2024-25
Middle School Course Catalog Highlights

Elective Landscapes 2024.docx

Elective Landscapes 2024: PDF

Simple Elective Path Visuals 6th Grade.docx

Optional Training Opportunities for ES School Counselors and 5th Grade Teachers

- Tuesday, March 5, 8:50 9:15 am
- Tuesday, March 5, 2:50 3:15 pm
- Tuesday, March 5, 3:30-3:55 pm
- Wednesday, March 6, 8:05 8:30 am
- Thursday, March 7, 8:50 9:15 am
- Friday, March 8, 1:35 2:00 pm
- Tuesday, March 12, 8:50 9:15 am

- Tuesday, March 12, 2:50 3:15 pm
- Tuesday, March 12, 3:30- 3:55 pm
- Wednesday, March 13, 8:05 8:30 am
- Wednesday, March 13, 2:50 3: 15 pm
- Thursday, March 14, 3:30-3:55 pm
- Friday, March 15, 2:15 2: 40 pm

Zoom Meeting: https://everettsd.zoom.us/j/95530188955 Passcode: TEAM

During Registration Meetings:

Use the Course Catalog Resources Above

How To PowerPoint: 6th Grade HACCourseRequestsForStudents.pptx Entering Request in 6th Grade HAC Video- How to enter requests in HAC

Parent Communication: After Students enter Requests in HAC

- Viewing Student Requests in HAC: For Parents: 1 Minute Version 1.5 Minute Version
- Parent Communication after student course requests.docx
- Cognos Report: Verification form for teachers to use during conferences.
 "Next Year Course Selection Review 5th Grade"

Timeline of Events

MS communicates with feeder schools

- · Visiting Schedule
- Resources

ES Counselors/5th Grade Teachers go over the process with students

- Watch the HAC Video
- Map out course selection in course catalog

ES OM's send connect ed reminding parents to review HAC

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ES Counselors/5th Grade Teachers review Resources MS Counselors visit 5th Grade Classrooms

- Students enter requests in HAC
- ES Counselors/Teachers

Timeline of Events

MS Registrars run students w/o requests and students missing requests reports and shares with OM's and 5th grade teachers/ES Counselors

ES OM's run cognos reports "Next Year Course Selections Review – 5th Grade" MS Registrars/Counselors finalize requests and begin MS

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ES Counselors/Teacher help students complete missing requests in HAC. 5th Grade Teachers double check requests with Guardians during conferences

 Any changes are interofficed or scanned and set to MS