



Response/Action Required

September 6, 2024

To: High School & Middle School Principals and Assistant Principals
From: Dave Peters, Director of Student Support Services
Regarding: **8th Grade - HS Transition Meeting Schedule**

SAVE THE DATE

The 2024-25 High School Transition Meeting schedule has been created to serve our current 8th-grade students. Of course pre-registering students with course requests can be done in less involved ways. But in EPS, our process provides a personalized approach and helps to frontload a welcoming and supportive atmosphere for our 8th grade students as they make the milestone transition to high school. Please plan your other school-related PD around these dates to help minimize a shortage of subs for the hosting school and their feeder school.



The schedule was designed with the following in mind:

1. Minimizing the number of days per week counselors and administrators are pulled from direct access to their schools
2. Avoiding Mondays and Fridays when subs are in greatest demand
3. Providing at least 1 day gap between transition meeting dates for each high school team
4. Completing the “split” middle schools on the same day

Tuesday, March 11	CHS @ Evergreen MS EHS @ Evergreen MS
Wednesday, March 12	JHS @ Heatherwood MS
Thursday, March 13	CHS @ Eisenhower MS EHS @ Eisenhower MS
Tuesday, March 18	CHS @ Gateway MS JHS @ Gateway MS
Wednesday, March 19	EHS @ North MS

Required Action:

Please add these dates to your calendar and inform appropriate staff.

Approved for Distribution

Peter Scott