



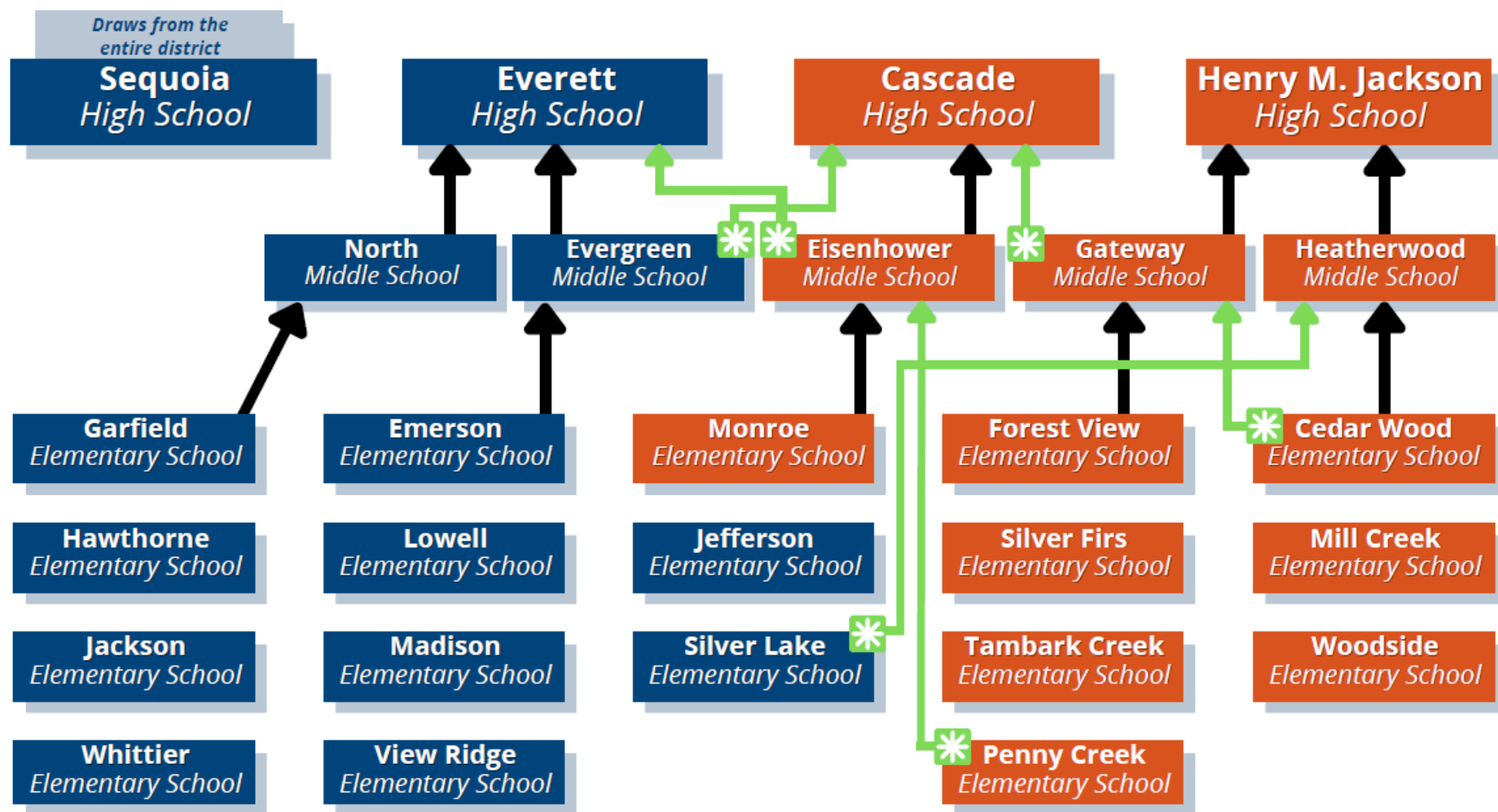
# 5<sup>th</sup> to 6<sup>th</sup> Grade Transition Meetings

- Collective WE assisting our students with a smooth transition to Middle School

# Confirm the Plan

- Confirming 6<sup>th</sup> Grade Registration Plan

## School feeder pattern



\* These schools feed into more than one school, depending on the student's address.

Schools are color coded by region, not by where they feed into.

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# Before Meeting with 5<sup>th</sup> graders

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## **Step 1: Set up HAC**



## **Step 2: Communicate with Feeder schools**

Principals  
Elementary  
counselors  
5<sup>th</sup> Grade Students



## **Step 3: Compile all necessary resources**



## **Step 4: Train staff**

Counselors-ES & MS  
5<sup>th</sup> Grade Teachers  
Registrars



## **Other Steps**



Step 2:  
Communicate  
with Feeder  
schools  
Principals  
Elementary  
counselors  
5<sup>th</sup> Grade Students



## Middle School Counselors

- 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

## 5<sup>th</sup> Grade Teachers & Elementary Counselors

- Review Course Catalog
  - Page 3, Page 19 | [Checklist/pre-work](#)
  - Pages 20-27 | [6<sup>th</sup> grade courses](#)
    - Answering questions for students on different course options
- **Watch:** [Entering Course Requests in HAC](#) with students prior to the MS Counselor Visit
- Support Students during MS Counselor visit

# Sequence of Events

MS communicates with feeder schools

- Visiting Schedule
- Resources

1

2

ES Counselors/5th Grade Teachers review Resources

3

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

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

4

MS Counselors visit 5th Grade Classrooms

- Students enter requests in HAC
- ES Counselors/Teachers Support

5

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

# Sequence 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

6

7

ES  
Counselors/Teacher  
help students  
complete missing  
requests in HAC.

8

ES OM's run cognos  
reports "Next Year  
Course Selections  
Review – 5th Grade"

9

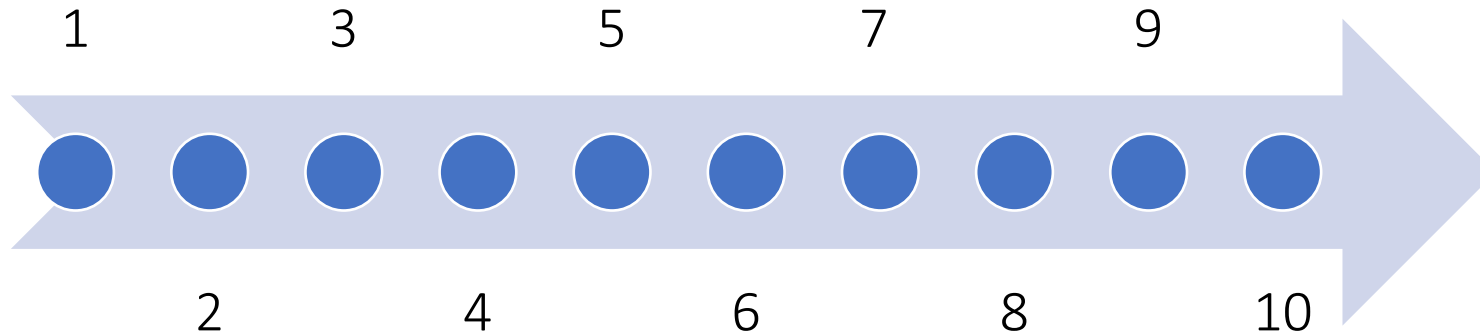
5th Grade Teachers  
double check  
requests with  
Guardians during  
conferences

- Any changes are  
interofficed or scanned  
and set to MS

10

MS  
Registrars/Counselors  
finalize requests and  
begin MS

# Sequence of Events



1. **MS** communicates with feeder schools
  - Visiting Schedule
  - Provide Resources
2. **ES Counselors/5th Grade Teachers** review Resources
3. **ES Counselors/5th Grade Teachers** go over the process with students
  - Watch the HAC Video
  - Map out course selection in course catalog
4. **MS Counselors** visit 5th Grade Classrooms
  - Students enter requests in HAC
  - **ES Counselors/Teachers Support**
5. **ES OM's** send connect ed reminding parents to review HAC
6. **MS Registrars** run students w/o requests and students missing requests reports and shares with OM's and 5th grade teachers/ES Counselors
7. **ES Counselors/Teacher** complete missing requests
8. **ES OM's** run cognos reports "Next Year Course Selections Review – 5th Grade"
9. **5th Grade Teachers** double check requests with Guardians during conferences
  - Any changes are interofficed or scanned and set to **MS**
10. **MS Registrars/Counselors** finalize requests and begin MS



Step 3:  
Compile all  
necessary  
resources



## 1. Videos

- Students Registering for Classes  
<https://youtu.be/BtNsRfuD26s>
- Parents reviewing Student  
course Selections  
<https://youtu.be/JOsG0tmheXo>

Requesting  
classes  
for 6th Grade  
in  
HAC

[www.everettsd.org](http://www.everettsd.org)

How Guardians Can  
View Student Course Requests





Step 3:  
Compile all  
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### 3. Resources

Handbook

Sample mass  
communication

## 5<sup>th</sup> Grade – How to Enter Course Requests in HAC

# How to login to Home Access Center (HAC)?



The screenshot shows the Everett Public Schools website. The navigation menu includes: HOME, OUR DISTRICT, ACADEMICS, DEPARTMENTS, PROGRAMS, STUDENTS, PARENTS, COMMUNITY, and EMPLOYMENT. Below the menu is a row of icons: BUS ROUTES, ENROLLMENT, GRADES (highlighted with a red arrow), MENUS, PAYMENTS, REPORT/ASSISTANCE, TECHNOLOGY, and CALENDAR. The main content area features a 'FOLLOW' section with district leaders on Twitter, a 'STAY CONNECTED' banner for School Board Appreciation Month, and a 'District Social Media Directory'.

## Go to: [Everettsd.org](http://Everettsd.org)

## Click on: Grades & more



Dear Parents and guardians,

We hope this message finds you well. As we prepare for the upcoming school year, we want to ensure that your child's course requests accurately reflect their educational goals and aspirations. Your involvement in this process is crucial, as you play a significant role in guiding your child's academic journey.

**Why It's Important to Check Classes:** Before we build the master schedule for next year, it's important to look at the course requests your student picked. Checking them helps make sure they match what your child is interested in, **what they need to graduate**, and what they want to do in the future.

**How do I check my students course request:** We made a video guide that shows step-by-step how to check your child's classes. Watch the video below for all the details.

Video Link: <https://youtu.be/RZAsPd7VoT0>

**What to Look for in the Classes:**

- Check each class to ensure it aligns with your child's educational goals.
- Ensure all required courses are selected to graduate and any other
- If courses may be scheduled in their alternate course requests, please make
- If they have alternates listed in HAC for each elective.

**Need Help? Just Ask:** If you have questions or aren't sure about something, please reach out to your students counselor **[enter ways to connect with the counselor]**. They're here to help you and answer any questions you have.

**When to Finish Checking:** Please finish checking your child's classes by [insert deadline date]. This gives us time to fix anything if needed before we finish the schedules.

Thanks so much for being a part of your child's school journey. If you have any problems with the class list or need help, just give our office a call.

Best wishes,

[Your Name] [Your Title/Position] [School Name]



Step 3:  
Compile all  
necessary  
resources



### 3. Resources

## Guardian Communication Resources

### Shortened Version

- After counselors meet with students and students register for courses in HAC, we recommend that you send home a connect ed call to guardians: Possible wording for connect ed:
- Today your students selected their course request for next year. We would encourage you to go onto the Home Access Center to view their selections. Here is a video to show you how to look at your student's course requests for next year. <https://youtu.be/0HdsG7jQ6CA>
- If you would like changes to your student's course requests, please email their counselor at \_\_\_\_\_.
- For more: [Parent Communication after student course requests.docx](#)



Step 3:  
Compile all  
necessary  
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### 3. Resources

# Guardian Communication Resources

## Possible Social Media Posts

- Parents and students, it's time to ensure your course requests for next year align with your goals and aspirations! Check out our step-by-step video guide to review your selections: **VIDEO LINK HERE**  
#Education #StudentSuccess #CourseRequests
- Don't forget to review your course requests for next year before the deadline! It's crucial to make sure they match your interests and graduation requirements. Need help? Reach out to your counselor for assistance. #AcademicPlanning #StudentSupport
- Planning for the future starts now! Make sure your course selections reflect your academic and career goals. Double-check them today and ensure you have alternate course requests listed in HAC.  
#FutureReady #AcademicSuccess #CourseSelection
- For more: [Parent Communication after student course requests.docx](#)



### 3. Resources

# Sending home a paper version of student course requests

- OM's and OA's can run in Cognos
  - "Next Year Course Selection Review – 5th Grade"
- 5th Grade Teachers can review with parents and students during conference week
  - If changes are requested, interoffice or scan and email
    - the Verification Form to the Middle School Registrar/Counselor

The screenshot shows a web interface for a report titled "Next Year Course Selection Review - 5th Grade". The interface includes a sidebar on the left with navigation links: "Current School:", "Next School Year", "Enter student ID(s):", "Select Teacher(s)", "Sort", and "Form Collection:". The main content area contains the following elements:

- Current School:** A dropdown menu set to "Forest View Elementary".
- Next School Year:** A dropdown menu set to "2023-2024 School Year".
- Enter student ID(s):** A text input field with "Insert" and "Remove" buttons.
- Choices:** A text input field with "Select all" and "Deselect all" links.
- Select Teacher(s):** A list of teachers with checkboxes: Chamberlin, Sarah; Robb, Mark; Reynolds, Teresa; Geer, Emma; Loftin, Stacey; Davidson, Holly; Riehl, Hailey. Below the list are "Select all" and "Deselect all" links.
- Sort:** A dropdown menu set to "Sort".
- Form Collection:** A section with a "Please write a full sentence like:" prompt, followed by a text input field and a "Finish" button.

At the bottom left, there is a "Report Details" button.



Step 3:  
Compile all  
necessary  
resources



### 3. Resources

Sending home a  
paper version of  
student course  
requests

N/A - STAFF

## Middle School Course Request Verification

Class of 2030  
Student ID: 999999

### Test, Student

Recently you took **Step 1** in preparation for the 2023-2024 School Year school year; you entered the classes you wish to take next year at into Home Access Center (HAC).

You are expected to attend **Evergreen Middle School** next year.

Now it is time for **Step 2**:

- ~ Review your course requests and alternates, if available to ensure they correctly represent your choices for 2023-2024 School Year. Please note that some classes may not be offered next year depending on enrollment and staff availability.
- ~ If you have any corrections, write them on this page.
- ~ This form MUST be signed by your parent/guardian. Your teacher is discussing this form at your spring parent/teacher conference, and any changes should be returned to them by the end of the week.
- ~ Thank you in advance for returning your form promptly. Each middle school must complete their 2023-2024 School Year master schedule by the beginning of June, and we rely on accurate request data to build the schedule of classes. If you return your confirmation late, this increases the chance that you do not get all your preferred class choices.

Regular Requests (Core Classes and First Choices)	
Course	Course Title
600MTH	Math 6
600SCI	Science 6
793ENG	Honors English 7
ELC651	Exploring Industrial Tech 6
ELC671	Art 6
ELC927	Integrated Tech I
HIS601	History 6
HTH601	Health 6
PED601	PE Foundational 6

Alternates (Second Choices)			
Course	Course Title	This course would replace:	
901MUS	Choir I	ELC671	Art 6
PED925	Lifetime PE	ELC927	Integrated Tech I

The below courses have an error.  
Please indicate the course you would replace.

Course	Course Title	This course would replace:
ELC641	Exploring Robotics	

"I understand that these are my student's OFFICIAL (final) requests for 2023-2024 School Year classes at Evergreen Middle School."

Parent/Guardian Signature

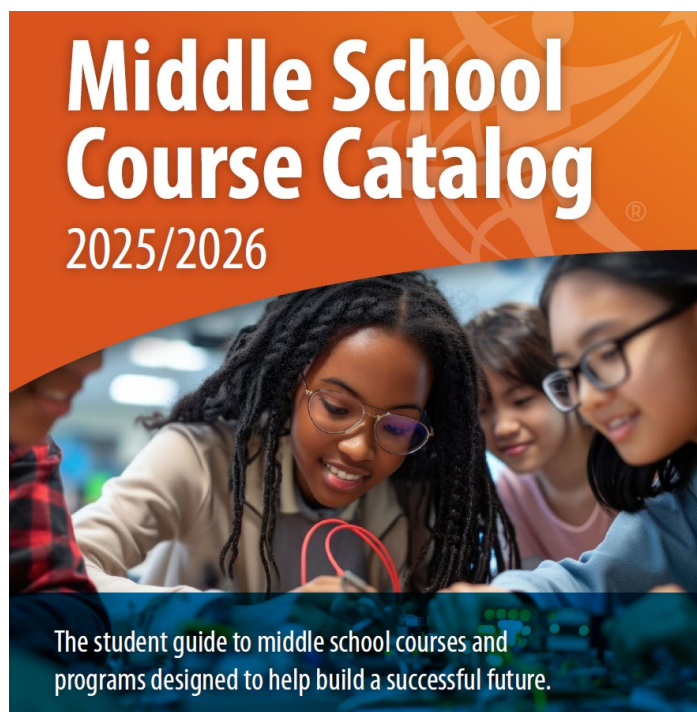




### 3. Resources

Step 3:  
Compile all  
necessary  
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## Resources



Course Catalog Resources:

[Middle School Course Catalog 2025-26](#)

[Middle School Course Catalog Highlights](#)

[Translations](#)

## 6th Grade Course Checklist

Use the 6th grade level course selection form below to identify the necessary courses that support your personal pathway through middle school.

Required courses for all 6th grade students:			
<input type="checkbox"/> 2 semesters of English Language Arts	<input type="checkbox"/> 2 semesters of Mathematics	<input type="checkbox"/> 2 semesters of Science	<input type="checkbox"/> 1 semester of Social Studies
<input type="checkbox"/> 1 semester of Physical Education	<input type="checkbox"/> 1 semester of Health	<input type="checkbox"/> 1 semester of Visual & Performing Arts	<input type="checkbox"/> 2 semesters of additional Electives

Subject	Course Length	Course Choices
Required Courses		
English Language Arts	Two semesters (yearlong)	<input type="checkbox"/> English 6 <input type="checkbox"/> Honors English 7
Mathematics	Two semesters (yearlong)	<input type="checkbox"/> Math 6 <input type="checkbox"/> Accelerated Math 6 <input type="checkbox"/> Accelerated Math 7
Science	Two semesters (yearlong)	<input type="checkbox"/> Science 6
Social Studies	One semester	<input type="checkbox"/> History 6
Physical Education & Health	One semester	<input type="checkbox"/> PE Foundational 6 <input type="checkbox"/> Health 6
Elective Courses		
Visual & Performing Arts	One semester	<input type="checkbox"/> Art 6 <input type="checkbox"/> General Music
	Two semesters (yearlong)	<input type="checkbox"/> Band I <input type="checkbox"/> Band II <input type="checkbox"/> Band III
		<input type="checkbox"/> Choir I <input type="checkbox"/> Choir II <input type="checkbox"/> Choir III
		<input type="checkbox"/> Prelude Orchestra <input type="checkbox"/> Intermezzo Orchestra <input type="checkbox"/> Chamber Orchestra
Physical Education Electives	One semester	<input type="checkbox"/> Lifetime PE
STEM Electives	One semester	<input type="checkbox"/> Exploring Robotics <input type="checkbox"/> Exploring Industrial Technology 6 <input type="checkbox"/> Integrated Technology I
AVID	Two semesters (yearlong)	<input type="checkbox"/> AVID 6