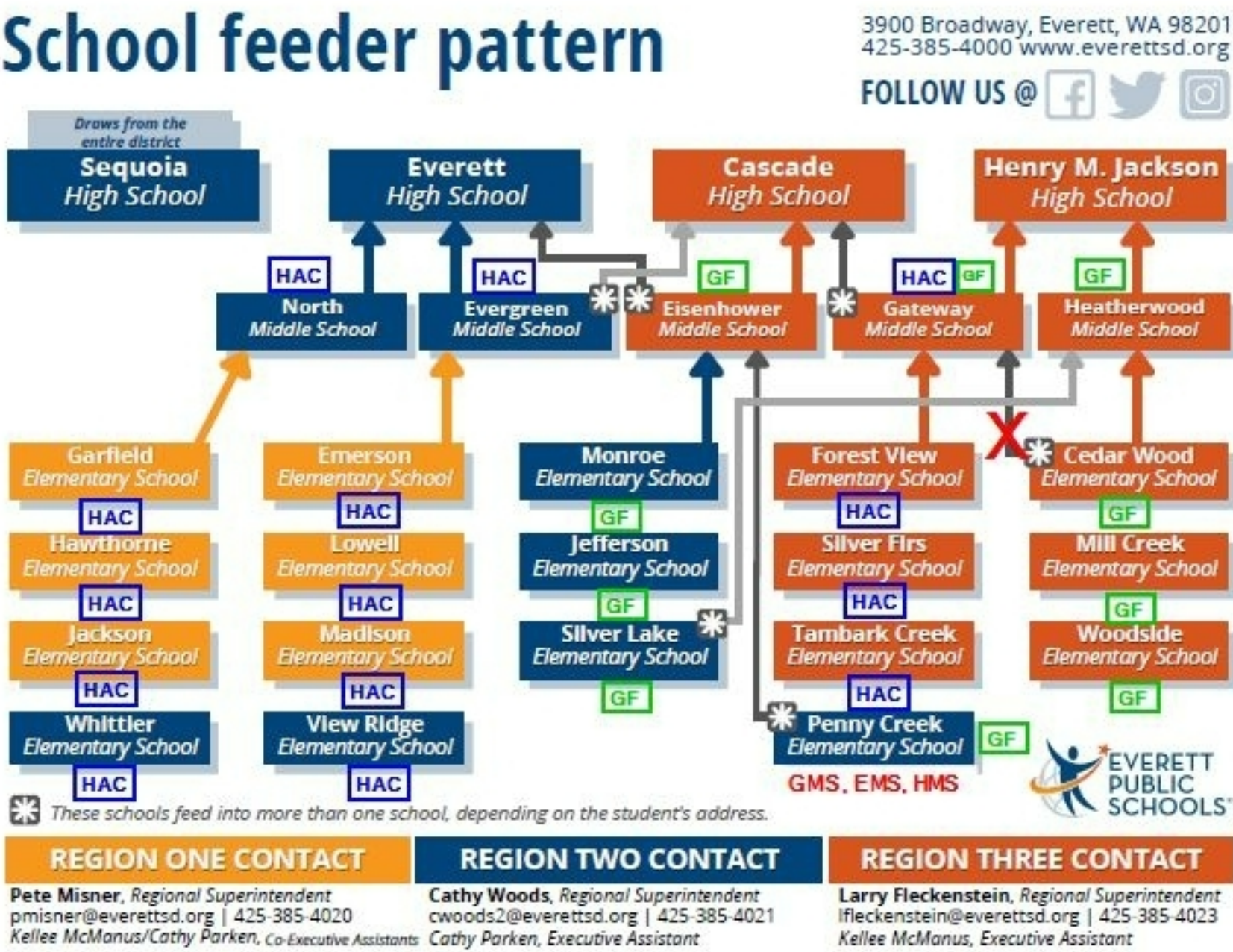# 6th Grade Transition Meetings

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

Confirm the Plan

- Confirming 6th Grade Registration Plan

Before Meeting with 5ᵗʰ graders

Step 1: Set up HAC

[2024-25 Course Request Tracking.xlsx](#)

Step 2: Communicate with Feeder schools

Principals

Elementary counselors

5ᵗʰ Grade Students

Step 3: Compile all necessary resources

Step 4: Train staff

Counselors-ES & MS

5ᵗʰ Grade Teachers

Registrars

Other Steps

Step 1: Set up HAC

ACTION NEEDED

Opening HAC

Schools determine HAC Course Request availability window

Open = Building wide

HAC Course Request Window for 2024-25 - Please indicate dates and times that you want HA

	Incoming Gr. 9	Incoming Gr. 10
Cascade HS	March 19 - 28	
Everett HS	March 19 - 28	
Jackson HS	Feb 22, 8am - Mar 28, 3pm	
	Incoming Gr. 6	
Eisenhower MS	not using HAC	
Everett Virtual		
Evergreen MS		
Gateway MS		
Heatherwood MS	not using HAC	
North MS		

8th Grade - HS Transition Meeting Schedule

Heatherwood MS	March 20th	
Eisenhower MS	March 19th	

2024-25 Course Request Tracking.xlsx

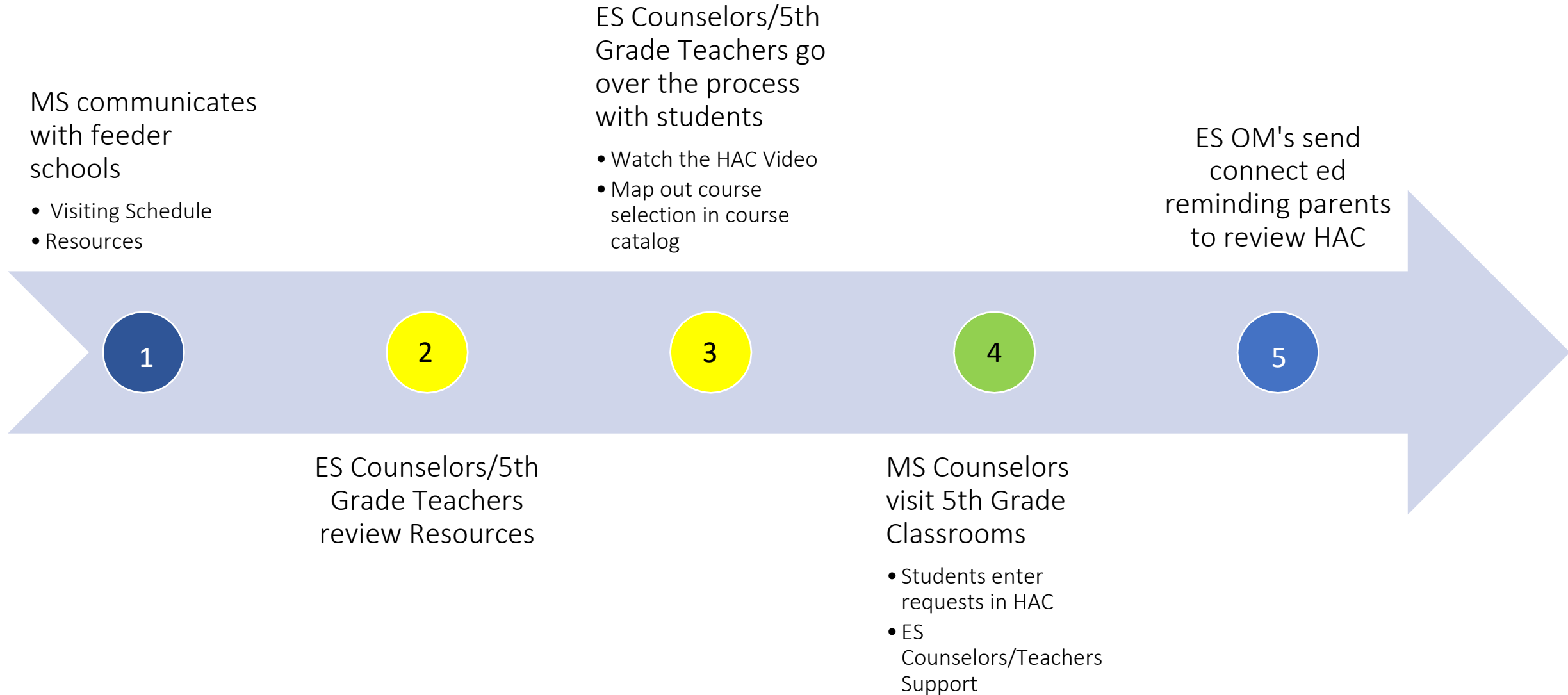**ACTION NEEDED**

What's missing?

Draft Roles

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

5th Grade Teachers & Elementary Counselors

- Review Course Catalog
  - Page 3, Page 19-Checklist/pre-work
  - Pages 20-27
    - 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

Timeline of Events

MS communicates with feeder schools
- Visiting Schedule
- Resources

ES Counselors/5th Grade Teachers review Resources

ES Counselors/5th Grade Teachers go over the process with students
- Watch the HAC Video
- Map out course selection in course catalog

MS Counselors visit 5th Grade Classrooms
- Students enter requests in HAC
- ES Counselors/Teachers Support

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

1 2 3 4 5

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

6

7

8

9

10

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

5th Grade Teachers double check requests with Guardians during conferences

- Any changes are interoffied or scanned and set to MS

Timeline of Events
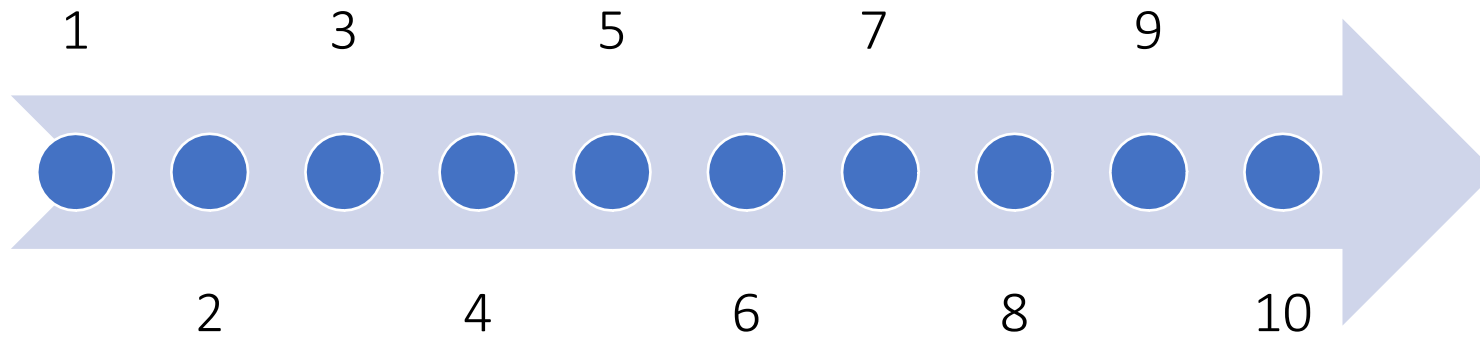
1. MS communicates with feeder schools
   - Visiting Schedule
     - Provide Resources
2. ES Counselors/5th Grade Teachers review Resources
3. ES Counselors/5th Grade Teachers go over the process with students
     - Watch the HAC Video
   - Map out course selection in course catalog
4. MS Counselors 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

Training Resources

ACTION NEEDED

COMING SOON
UNDER CONSTRUCTION

Next Week:
- Principal Packet
- Direct Email to Counselors

1. Videos

2. Lesson Plan

3. Resources

Handbook

Sample mass communication

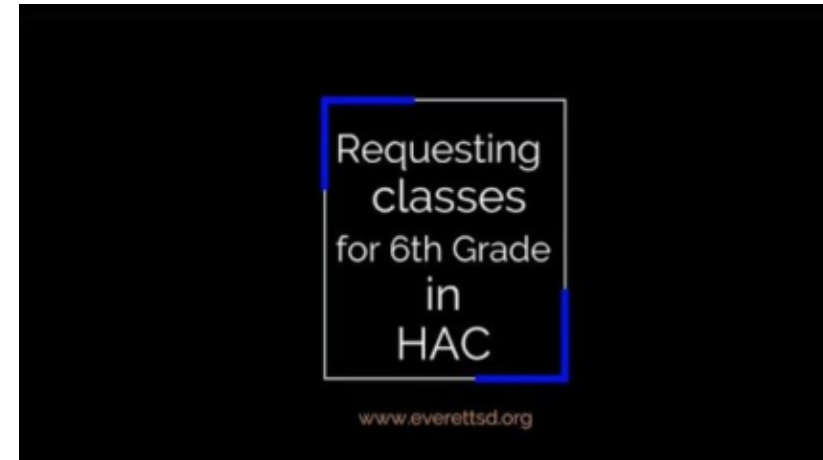4. Zoom Sessions

5. Individual Help sessions

6. Other

▶ 1. Videos

- Students Registering for Classes https://youtu.be/BtNsRfuD26s

- Parents reviewing Student course Selections
  - 1 minute version
    - https://youtu.be/JOsG0tmheXo
  - 1.5 minute version
    - https://youtu.be/AZlf0EeftPI

Requesting classes for 6th Grade in HAC

www.everettsd.org

How Guardians Can View Student Course Requests

Viewing Student Course Requests in HAC

HOME ACCESS CENTER

Short/Fast Version

Longer Version

Step 3:
Compile all
necessary
resources

3. Resources

Handbook

Sample mass communication

- PPT Entering Requests in HAC

20230120_HACCourseRequestsForStudents.pptx

- Do you want it updated to reflect preloaded REQUIRED Electives?

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 carefully to make sure it's right for your child's school and career goals.

- Make sure the classes they picked meet what they need to graduate and any other requirements.

- Please note: students may be scheduled in their alternate course requests, please make sure they have alternates listed in HAC for each elective.

Draft Blackboard Connect Message to Families

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]

---

3. Resources

Step 3: Compile all necessary 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

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

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

🔍

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 YearPlease 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 retuned 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 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

Step 3: Compile all necessary resources

2. Lesson Plan

Will be updated after receiving feedback from this meeting
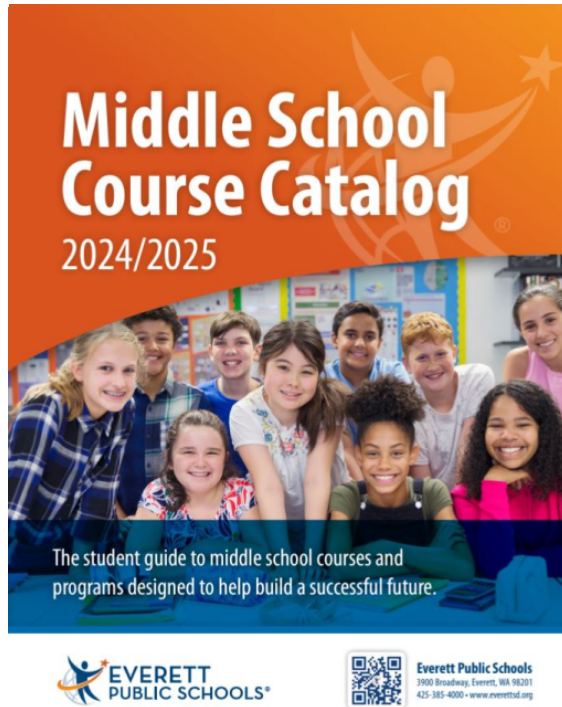
COMING SOON
UNDER CONSTRUCTION

3. Resources

Resources

Course Catalog Resources:
Middle School Course Catalog 2024-25
Middle School Course Catalog Highlights
Elective Landscapes 2024.docx

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:			
☐ 2 semesters of English Language Arts	☐ 2 semesters of Mathematics	☐ 2 semesters of Science	☐ 1 semester of Social Studies
☐ 1 semester of Physical Education	☐ 1 semester of Health	☐ 1 semester of Visual & Performing Arts	☐ 2 semesters of additional Electives

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

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Social Studies	One semester	☐ History 6
Physical Education & Health	One semester	☐ PE Foundational 6
		☐ Health 6
Elective Courses		
Visual & Performing Arts **1 = Required**	One semester	☐ Art 6 ← First Choice ☐ General Music ← Alternate
	Two semesters (yearlong)	☐ Band I ☐ Band II ☐ Band III
		☐ Choir I ☐ Choir II ☐ Choir III
		☐ Prelude Orchestra ☐ Intermezzo Orchestra ☐ Chamber Orchestra
Physical Education Electives Select 2 More	One semester Select alternates for each	☐ Lifetime PE ← First Choice
STEM Electives	One semester	☐ Exploring Robotics ← Alternate to PE ☐ Exploring Industrial Technology 6 ← Alternate to Int. Tech ☐ Integrated Technology I ← First Choice
AVID	Two semesters (yearlong)	☐ AVID 6

Step 3: Compile all necessary resources

🔍 Choice Options
Electives: 1.5 Credits Only

☐ 2 semesters of English Language Arts	☐ 2 semesters of Mathematics	☐ 2 semesters of Science	☐ 1 semester of Social Studies
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		☐ Prelude Orchestra ☐ Intermezzo Orchestra ☐ Chamber Orchestra
Physical Education Electives Select 1 More	One semester Select alternate for each	☐ Lifetime PE ← First Choice
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Step 3: Compile all necessary resources

Choice Options
Electives: 1.5 Credits Only

Elective Courses

Visual & Performing Arts	One semester	☐ Art 6 ← First Choice
		☐ General Music ← Alternate
1 = Required	Two semesters (yearlong)	☐ Band I
		☐ Band II
		☐ Band III
		☐ Choir I
		☐ Choir II
		☐ Choir III
		☐ Prelude Orchestra
		☐ Intermezzo Orchestra
		☐ Chamber Orchestra
Physical Education Electives	One semester	☐ Lifetime PE ← First Choice
STEM Electives — **Select 2 More** — **Select alternates for each**	One semester	☐ Exploring Robotics ← Alternate to PE
		☐ Exploring Industrial Technology 6 ← Alternate to Int. Tech
		☐ Integrated Technology I ← First Choice
AVID	Two semesters (yearlong)	☐ AVID 6

Elective Courses

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		☐ Band III
		☐ Choir I ← Alternate
		☐ Choir II
		☐ Choir III
		☐ Prelude Orchestra
		☐ Intermezzo Orchestra
		☐ Chamber Orchestra
Physical Education Electives	One semester	☐ Lifetime PE ← First Choice
STEM Electives — **Select 1 More** — **Select alternate for each**	One semester	☐ Exploring Robotics ← Alternate to PE
		☐ Exploring Industrial Technology 6
		☐ Integrated Technology I
AVID	Two semesters (yearlong)	☐ AVID 6

Ideas for our team

Brainstorm:

Our Ideas

Course Catalog-overview of courses

- Pages 20-27
  - Answering questions for students on different course options

Step 4: Train staff

Zoom Training Ideas for our teachers

- Does the plan work?

- Does the timing work?

- What's missing?

25 minutes before the start of the school day

25 minutes after the school day

More than one option

Recorded resources available as well

4. Zoom Sessions

5. Individual Help sessions

Proposed Zoom Dates

- Does the plan work?
- Does the timing work?
- What's missing?

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

Step 4: Train staff

Registrar Course Requests Training

Thursday, February 29

2:30 – 4 pm at CRC

Registrar Scheduling Check-in

Friday, March 22

3 – 4 pm at CRC

Registrar Scheduling Training

Tuesday, April 16

2:30 – 4 pm at CRC

The LMS data team offers Office Hours – Click here to schedule time.

Don't forget the Helpful resources in the SIS Documentation Portal.

What is it?

5th Grade Transition Timeline

MS Counselors/Admin Communicate with their Feeder Schools on the upcoming work

- Resources are Provided
- Course Catalog
- How To PowerPoint
- OTHER

ES Teacher and Counselor

- Walk students through the process

Elementary School Teacher and Counselor look through the resources
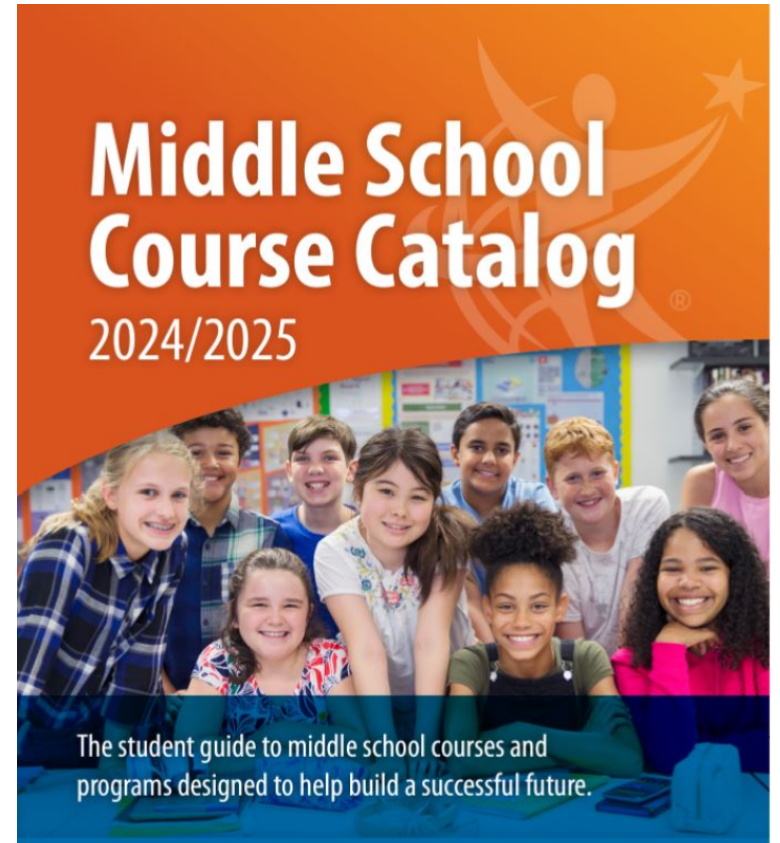
Step 3:
Compile all
necessary
resources

Step 4: Train
staff

Elementary School Staff Timeline Suggestions

<u>In advance</u>:

- Watch the How-to Video: LINK

- Examine the MS Course Catalog
  - Pages 3-27
    - Three-Year Planner (p. 3)

Middle School Course Catalog
2024/2025

The student guide to middle school courses and programs designed to help build a successful future.

EVERETT PUBLIC SCHOOLS®

Everett Public Schools
3900 Broadway, Everett, WA 98201
425-385-4000 • www.everettsd.org

Step 3: Compile all necessary resources

Step 4: Train staff

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Subject	Course Length	Course Choices
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Science	Two semesters (yearlong)	☐ Science 6
Social Studies	One semester	☐ History 6
Visual & Performing Arts	One semester	☐ See options below
For Multilingual (ML) options, see page 24-25 For Special Education, see pages 25-27		
Elective Courses		
AVID	Two semesters (yearlong)	☐ AVID 6
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Middle School Information

Middle School Three-Year Planner

The table below describes the six period day schedule and the typical courses students take during their three years in middle school.

	Grade 6		Grade 7		Grade 8	
1	English Language Arts (ELA)		English Language Arts (ELA)		English Language Arts (ELA)	
2	Math		Math		Math	
3	Science		Science		Science	
4	Elective* ①	Grade 6 History	Elective*	WA State History	Grade 8 History	
5	Health	Physical Education (PE)	Health	Physical Education (PE)	Elective*	Physical Education (PE)
6	Elective* ②	Elective* ③	Elective*	Elective*	Elective*	Elective*

Elective* – AVID / Human Geography / Leadership 8 / Physical Education / Spanish / STEM & CTE Electives / Visual & Performing Arts

Electives:
*3 Semester Options
or
*1 Year long + 1 Semester Option

Course Catalog Highlighted Resources

Request Sheets?

Step 3: Compile all necessary resources

Step 4: Train staff

- What do you have?

- Does this meet all needs?

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		☐ Prelude Orchestra ☐ Intermezzo Orchestra ☐ Chamber Orchestra

Course Request Preparation

Preload

- The Following Required Classes
  - Health
  - Foundational PE
  - Required History for specific grade levels

Do NOT Preload
(unless it's coteach or ML Course)
  - English & Math
    Removal of Barriers-Choice

What's Missing?

- Type Ideas Here

Other Steps

Based on your Feedback.. Updates are…