



Response/Action Required

October 21, 2022

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

A draft of the 2022-23 Transition Meeting dates has been created to serve our current 8th-grade students. We will leverage the best of what we learned last year by continuing to use Naviance as the registration platform, and we will combine in-person and virtual options for families as we meet in-person with students. 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 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 21	EHS @ North MS
Thursday, March 23	JHS @ Gateway MS CHS @ Gateway MS
Tuesday, March 28	CHS @ Eisenhower MS EHS @ Eisenhower MS
Wednesday, March 29	JHS @ Heatherwood MS
Thursday, March 30	CHS @ Evergreen MS EHS @ Evergreen MS

Required Action:

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

Approved for Distribution _____

Peter Scott