

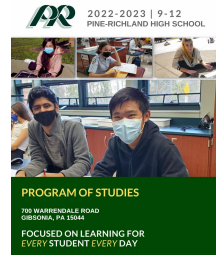


Pine-Richland High School Scheduling Process

January 20, 2022

Dear Students & Families (Grades 8-11):

As our first semester comes to an end, it is time to focus on scheduling for the 2022-2023 school year. Our [2022-2023 PRHS Program of Studies](#) is available for families and students through our website. Please use this document to assist you in creating or updating your comprehensive educational graduation plan. Within the [PRHS Program of Studies](#) you will find essential information detailing curricular offerings, course selection, and scheduling. We encourage you to use this as a guide throughout the **scheduling process**.



We have made improvements to our scheduling process over the past several years, and we will continue to offer informational scheduling programs to both students and parents.



Our first event is the **asynchronous Parent Scheduling Night** which is being [delivered here via podcast](#). The podcast contains important dates, scheduling details, and a brief Program of Studies tutorial.

Our second event is the **virtual synchronous Program of Studies Tutorial for Parents** that will be held on **Monday, January 31st at 6:30 p.m.** The tutorial will focus on accessing the document and navigating through its many resources. Parents will work in small groups with administrators and counselors to learn how to effectively use this resource to support their child or children. In order to be prepared for all participants, we ask attendees to respond [here](#) to confirm their attendance. This tutorial is open to all parents/guardians with children in grades 8 through 11.

Our high school teachers will be sharing course recommendations for next year with all students through January 29th. After requests are submitted, our school counselors will be meeting with students to review course requests and address questions. A list of significant dates and events is shared below for your information. These events help to support our students through this process and guide their scheduling decisions as well.

Scheduling Dates & Information

January 24 – 28: MS and HS teachers share course recommendations with individual students.

January 20: Review informational asynchronous podcast for parents with students in grades 8-11.

January 26 and 27: Class meeting podcasts available for grades 9-11 on the 27th and class meeting for grade 8 on the 26th.

January 31 (6:30 p.m.): Virtual synchronous Program of Studies Tutorial available for parents with students in grades 8-11. [RSVP is required.](#)

February 11: Grades 8 - 11 students will receive core academic course requests and informational letters via the [Sapphire Community Portal](#).

February 18: This is the deadline for all students to return completed and signed academic course requests via the [Sapphire Community Portal](#).

February 21 - March 11: Counselors will meet with students on an individual basis to confirm scheduling choices.

March 16: Students receive verification forms via [Sapphire Community Portal](#). Students and parents are asked to verify only that the courses showing match their original course request form.

March 18: This is the deadline for signed verification forms to be returned via [Sapphire Community Portal](#).



Sincerely,
Dr. Nancy Bowman, Principal
Dr. Frank Hernandez, Assistant Principal
Gina Mahouski, Assistant Principal

#WearePRfamily



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