



Essex County Schools of Technology

Office of Student-Related Services

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ECST 2019-2020 Course Requests Process

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ASSISTANT SUPERINTENDENT OF
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INSTRUCTION

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DR. PATRICIA CLARK-JETER
DIRECTOR
STUDENT-RELATED SERVICES

Collection of Worksheets: February 1 – February 28, 2019

Target: Meeting 26 students per day will take 10 of the 18 available days of February

Goal: Complete Course Requests by March 15, 2019

Objective - Counselors Will Be Able:

- Meet with individual or small groups of students to discuss plans for next school year courses and ensure students are on track for college and/or career goals.
- Counselors will encourage students to pursue higher level courses and coach them on how to have discussions with their academic teachers to request recommendations for Honors/AP courses.
- Collect signed **Course Requests Worksheets** from students in their caseloads by February 28, 2019.

Process:

1. School Counselors will share **Course Selection Worksheet Form** with students via Google Classroom/Email.
2. School Counselors will schedule individual or small group student meetings to discuss students **Next Year's Classes**.
3. School Counselors will discuss options for entering Honors/AP classes with students with an **A** average and (PARCC of 4-5) and/or PSAT score in the 80% percentile. (Students with B's will be waitlisted)

Percentile	Reading and Writing Score	Math Score	Composite Score
70%	570	560	1120
80%	610	590	1180
90%	650	640	1280
99%	730	750	1450

4. Counselors will challenge EL and SE students with above criteria to consider Honors/AP classes.
5. Counselors will discuss returning students currently enrolled in honors/AP classes with a final grade of C or lower to regular classes.
6. Counselors will have students check the box to the left for their anticipated next courses. (This is a good time to discuss behavior, attendance, and tardiness if they are issues).
7. Students will take the Course Request Worksheet home to review with their parent(s) or guardian(s) and return the form with all appropriate signatures on the **next school day**.
8. Counselors will collect a form for all approx. 260 students in their caseload.
9. Counselors will prepare to meet with the DSRS on March 1, 2019, with all collected forms and tallies.
10. Counselors will complete course requests for their caseload from March 1- March 15, 2019.