

## Junior Schedule Review Sheet

AG TEACHER: \_\_\_\_\_

The counseling department will use this review sheet as a way to address immediate schedule needs for your students. Please read through the following script (Steps 1,2,3,4, and 5) with your AG and write down the names/class issues in the spaces provided.

### Step 1

**Read out loud "Frequently Asked Questions" See attached page.**

### Step 2

**Pass out semester 1 schedules.**

### Step 3

**Read the following questions individually and record the names of any students who answer yes.**

- Is anyone missing an English class on their schedule?
- Is anyone missing a Math class on their schedule?
- Is anyone missing a US History class on their schedule?
- Is anyone missing a class period on their schedule?
- If you have a different issue with your schedule that is not addressed above, please fill out a yellow schedule change form (located outside the counseling office) and turn it in to the counseling center.

Name/Class issue:

Name	Class Issue
Example: Joe Fox	Missing English 2

### Step 4

Please write the names of students who were absent so that we can follow up with them:

**Step 5**

**Please turn this sheet in to Kristie Hays or Molly Abdou by the end of the day. Thank you for your help in this process! 😊**