

## 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 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 2 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?
- Does anyone not have Health 2 on their 2<sup>nd</sup> semester schedule who did NOT take it 1<sup>st</sup> semester?
- Does anyone not have 7 classes plus AG on their schedule?
- Other high priority needs include: A student is missing a class period, in the wrong level of class, is scheduled for two classes in the same period, or is supposed to be scheduled for a support class and is not (LRC, Read 180, Plato, ELL, Alt Ed).

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:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Step 5: Please turn this sheet in to Molly Abdou by the end of the day. Thank you for your help in this process! 😊**