

Senior 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?
- Does anyone not have Government, Economics, or Personal Finance on their 2nd semester schedule who did NOT take it 1st semester?
- Does anyone not have 5 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, Core Support).

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. | 4. |
| 2. | 5. |
| 3. | 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! 😊