

Thomas S. McFerrin
Principal



Dr. R. Stephen Green
Superintendent

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Dear Parents,

On Wednesday, March 8, we will have a special homeroom to issue course request verification forms to all students.

If you have a rising 9th grader who is currently in 8th grade at Peachtree Charter Middle School, they will be issuing course request verification forms on that day, as well.

We will be sending a separate letter explaining the abbreviated course titles that you will see on the forms, what some of the digits in the course codes indicate, and what some of the letters at the end of the course codes indicate. This letter will also explain *holding* course codes and titles used to guide the computer in building a student's schedule, but these *holding* codes will be changed to the actual course codes and titles later in the summer. Therefore, **PLEASE NOTE** this is not to be considered an actual schedule for your student.

There are three purposes for the verification forms:

1. In early February, current 10th and 11th grade students entered their course requests in the computer lab, using the forms they had completed and returned to us in December. We entered the course requests for current 8th and 9th grade students ourselves due to the complexity of the holding codes used for different levels of math courses. At the end of this process, 15,000 course requests were entered, so inevitably there will be data entry errors. Wednesday, March 8, will be a chance to correct any such errors.
2. Since December, students may have changed their mind about wanting to take a particular course or level of a course. Wednesday, March 8, will be their chance to make changes before sections are projected and the master schedule is built. **PLEASE NOTE** we are going to be more rigid about course change requests for next year, as we are projected to have a population of over 1,900 students.
3. Some students did not return a completed course request form (8th and 9th grade students) or did not come to the computer lab at the designated times to enter their requests (10th and 11th grade students). *If your student's form is blank, he/she will have to see their counselor to choose courses for the next school year.*

If there is an error on the verification form, or if a student has changed their mind, please indicate the correction directly on the form, sign the form, and **return it to the front office at either Dunwoody HS or Peachtree Charter MS by Monday March 13**. I will get them either way. **If the course verification form is correct, there is no need to return it.**

Thanks to each of you for your thoughtful participation in this important part of the master schedule building process for the 2017-2018 school year.

Kind regards,

A handwritten signature in black ink that reads "Andy Jameson".

Andy Jameson
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"The School Cannot Live Apart From The Community"
www.dekalb.k12.ga.us