

August 2020

Dear Parent/Guardian of a Middle School Student,

On Wednesday, September 2, 2020 student schedules will be available in StudentVue and ParentVue accounts. [Click here](#) for additional information on your SIS Accounts.

As we have communicated previously, instructional staff has been hired and assigned to classes based on students' course selections. Therefore, student requests for course change will be made only to correct errors. Counselors will be available to speak to students on Wednesday, September 2, from 8 AM to 3 PM to correct the following scheduling errors:

- ❖ Incomplete schedule: student does not have a full schedule of 8 classes.
Each student should have the following courses: English, Math, Science, US History or Civics, Health/Physical Education (2 semester courses), Advisory, Elective Period 1 (1 yearlong or 2 semester courses), Elective Period 2 (1 yearlong or 2 semester courses)
- ❖ Class Placement: the student is in the wrong level of a class.

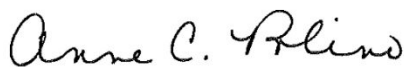
To speak to your student's counselors to correct an error on September 2, please sign up for a 15 minute time slot using our [Sign Up Genius](#). Once you have signed up for a time, use the following link to enter our virtual office: [MS Student Services Virtual Office](#). To identify your student's team assignment, look at Period 9 Team Design on your student's schedule. Use the chart below to identify who the counselor is. Counselor information will also be available in SIS.

Grade 7		Grade 8	
Team Design	Counselor	Team Design	Counselor
Red Chili Peppers Blue Dolphins Purple Piranhas Golden Knights	Ian Brodie Tracey Butler-Johnson Melissa Staab Melissa Staab	Blue Sharks Gold Magic Red Eagles Purple Pride	Josh Miles Ian Brodie Josh Miles Kristin Girardin

If you would prefer a counselor to reach out to via phone, please submit the [Schedule Change Request Google Form](#).

Students who are requesting a schedule change for any reason other than a schedule error will be required to complete the [Schedule Change Request Google Form](#). This form does require a parent electronic signature. No schedule change requests will be considered after Friday, September 18.

Sincerely,



Anne C. Polino
Middle School Director of Student Services
Lake Braddock Secondary School