



Tocoi Creek High School 22-23 Scheduling Guidelines for all students

Phase 1 - 1/10 through 1/21: How to help prepare for the course registration process:

- Visit the [Tocoi Creek High School](#) website
 - Read course descriptions in [Course Catalog](#).
 - Review [FL Bright Futures](#) requirements.
- Discuss with parent/guardian elective courses for next year.
- Select 5 electives through [Home Access Center](#).

Phase 2 – 1/31 through 3/4 - How to complete 22-23 course verification sheet: **Sheets will be distributed to students the week prior to registration**

Registration appointment dates

9th grade – 1/31 – 2/4 10th grade – 2/8 – 2/14 11th grade – 2/22 – 3/4

- Review your electives chosen through [Home Access Center](#)
 - To request a change, draw a line through the course to remove and write in replacement.
 - Indicate your 2 alternates by writing “**ALT**” next to the course name on sheet.
- Review recommended courses by core teachers.
 - If you agree, do nothing!
 - If you want to change an honors or AP to a lower course, draw a line through the course listed and write the new course next to it.
 - If you want to change a standard course to an honors or an honors to an AP
 - Complete a [course petition](#) and placement will be reviewed in the summer once FSA & EOC results arrive from State.
- Student and parent/guardian sign and date form, bring completed/signed sheet to registration appointment.

For rising 11th and 12 graders only

Dual Enrollment - Indicate during your meeting with your counselor if you are interested in Dual Enrollment classes.

- *SJR Criteria MUST be met by April 1st*

CO-OP - CO-OP will ONLY be placed on your course list if students are currently employed. Unemployed students will have CO-OP listed as an alternate course

- *Students have until midnight July 14th to prove employment*

Reduced Schedule - Students interested in a reduced schedule should indicate which periods on the student verification form. Students with reduced schedules, may NOT remain on campus during these periods.