Good afternoon Riverwood families,

I’m Scott Kent, the curriculum assistant principal at Riverwood. Tomorrow, students will be getting their first course request verifications. This process is new this year, so please give me a minute of your time to walk you through the process.

Course Verifications:

Tomorrow morning, students and parents will be emailed a copy of their course verifications. It is important to note that this is a verification of the courses they have requested. Program capacity, staffing, and other issues might prevent all students from being placed in a class they request. If this is the case, students will be placed in the next available option the students have chosen.

The form will contain all of the courses your child is scheduled to take next year. Please review these courses with your student to ensure they are correct. It is important to note at this point, that a change of level, as an example from 11th Lit on-level to AP Lang, will be processed through a course waiver which will be linked at the bottom of the verification form. I will discuss this process below. Please do not request a change of course level through the verification form. This is ONLY to change classes that are in error. No change of level will be considered except through the waiver process.

Counselor Meetings:

During this process, counselors will be extremely busy. Our counselors are predisposed to work with students and parents, but I have asked them to process all course changes through the verification form. Please trust this process. If there are still concerns after the final verification, we can then schedule a meeting to discuss course selections. If we follow this process closely, almost all problems will be addressed.

If you have a course correction to make that does not require a waiver, you may use the verification form attached to this message. You will need to complete it fully. We are modifying this process to eliminate any confusion with course selections and to ensure timely responses to student and parent requests.

Waivers:

We are introducing a new waiver process this year. We are hoping to ensure that our students take the most rigorous course of study while still maintaining their mental well-being. In order to accomplish this, we need to ensure that students understand the expectations and rigor of the courses they waive into. The waiver process will be linked to the course verification. Before we even consider a request, the waiver form must be completely fully. No partially completed or late waivers will be accepted.