

San Diego City Schools  
Patrick Henry High School

Date: January 5, 2009  
To: All Staff  
From: Laurie  
Subj: 2009-2010

Listed below are dates that we will use in coordinating the schedule for next year. The March 9<sup>th</sup> or March 16<sup>th</sup> date for the data upload has not been confirmed by the district yet.

I hope that this will help you and your departments in planning appropriately.

- Course catalog available on web site prior to 1/16.
- Articulation Breakfast for Pershing/Lewis counselors/admin.- 1/23.
- Teacher request form passed out 1/5. Due to Laurie on 1/16.
- Exploring course assemblies – 9<sup>th</sup> – 1/14 10<sup>th</sup> = 1/16.
- Parent Articulation 1/26 – Malcolm X Library.
- Parent/Student Articulation meeting 2/12.
- Curriculum/Electives Fair 2/12.
- Articulation in Henry English classes in auditorium 2/3 – 11<sup>th</sup>, 2/4 – 10<sup>th</sup> and 2/6 – 9<sup>th</sup>.
- Articulation in Lewis classes 2/10, in Pershing classes 2/19 and in Momentum classes on 2/12.
- Individual Articulation at Lewis, Pershing and Momentum – February.
- Individual articulation from all Henry classes 2/17 – 3/16.
- Special Education Case Managers to meet with counselors, individually on 3/17 (1:30 – 3:30), 3/18 (1:30 – 3:30), 3/19 and 3/20 (if necessary).
- All course requests entered in computer by counselors 3/23-4/3.
- Laurie to determine number of sections 4/13-5/1.
- Laurie to meet with all dept. chairs 4/27 – 5/1.
- ***Week of 5/4, departments to hold meeting and give input to Laurie by 5/8 at 8:00 a.m.***
- Laurie to create master schedule 5/11-5/29.
- Laurie and counselors to work on conflicts 6/1-6/9.
- **TENTATIVE** schedule available on approx. 6/10. (check the master schedule board in Laurie's office on the wall...but don't touch :)
- Counselors to make corrections and some balancing 6/10-6/19.
- Corrections to be made based on passing summer school classes, new enrollees and drops (August).
- **The schedule may change throughout the summer and if a course change is needed, I will contact you.**

