

Jan 4, 2022

To the Parent/Guardian of: First Name Last Name

It has been a pleasure to work with your child at Castle Heights Middle School. It's hard to believe that it is now time to start thinking about high school. Your child will participate in an Individual Graduation Plan (IGP) conference during the time frame of January 18-February 25th. Normally, this conference is done in person. Due to social distancing and COVID protocols, we will be hosting all IGP conferences either by phone or ZOOM. **All students will be in person and parents will be by phone or zoom during school hours.** During this conference, a counselor will meet with you and your child to assist him/her in selecting ninth grade courses, talk about a plan for high school, and to discuss future career plans. I encourage you to be a part of this important process. If you are not able to participate, **I must meet with your child in order to select his/her choices for electives next year.**

Before the actual IGP conference, you will need to do the following:

1. Sign up for an appointment on Calendly. You will sign up based on your student's **LAST NAME**:
Last Names A-Gre Sign up link: Ms. White <https://calendly.com/tmwhite-2>
Last Names Gri-Po Sign up link: Mr. McCoy <https://calendly.com/mmccoy-73/30min>
Last Names Pr-Z Sign up link: Doc. Herrington <https://calendly.com/bherrington>
2. Review the IGP video: [What is an IGP?](#)
3. Review the course selection card included with this letter

If it is impossible for you to attend the day conference at the scheduled time, we have a limited number of conferences that will be held on Wednesday evenings. These conferences will be held on a first-come, first serve basis. Please use the above information to schedule an evening appointment. **If you are unable to attend the IGP conference, your child and a counselor will still need to meet during the school day.**

Prior to the IGP conference, you and your child should review the elective options and should know what electives they wish to take in ninth grade. There is a link on the sign up in Calendly to view informational videos about IGP's. The week of January 3rd, students will have access to a video in Canvas explaining important information about the IGP process. **Please check Canvas regularly to view pertinent info about IGP's.**

Once you sign up for an appointment, Calendly will send you a text and/or email as a reminder. Please make sure to write down your time in case technology is not working that day. I hope that you will make every effort to attend this worthwhile virtual conference and to support your child as they plan for high school. Please don't hesitate to reach out to me with any questions.

Sincerely,

Mica McCoy

Mica McCoy
8th Grade Counselor
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Course Selection Card Elective Selection Process

When reviewing the course selection card, please note the following things:

- The 4 core courses will be recommended by each core subject teacher. The copy you are receiving does NOT have teacher recommendations on it. This copy is only for your review to select electives. You will receive teacher recommendations for core classes during your IGP conference.
- You will select 8 courses (4 core classes, 4 electives and 2 alternates/back ups)
- You need the following elective courses to meet graduation requirements: (1 unit= 1 semester)
 - PE/ROTC/Marching Band (all of these meet the PE requirement- You only need 1 unit to graduate)
 - Computer Literacy (1 unit)
 - World Language (1 unit to meet diploma requirements. 4 year colleges and universities require 2-3 units)
 - Health- 1 unit
 - Electives- 6 units
 - ** Fine Arts Elective (1 unit)- Required to apply to a 4 year college or university
- It is strongly recommended to select the majority of these courses for 9th grade so that you have room to take the electives you are truly interested in or need your 10th-12th grade year.