PENN HIGH SCHOOL SCHEDULING

11TH TO 12TH GRADE

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Agenda

- Scheduling Timeline
- Diploma Requirements
- Revisit 4 year plan in Naviance.
- Listen to presentation and take note of course numbers for classes you want to request for next year (on course sheet handout).
- Request courses in Skyward (not yet…but soon)

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Scheduling Timeline

- **November** - Scheduling presentations.
- **November - January** - Complete 4 year course planner activity in Xello and add course requests in Skyward.
- **February - March** - individual scheduling meetings with counselors.
- **April - May** - Master schedule creation and finalization. Course requests visible in Skyward.

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Scheduling Timeline

- **May** - Course change request form available.
- **May - August** - Course change requests reviewed, conflicts resolved, balancing, and roster finalization.
- **August - September** - No course or schedule changes unless criteria met on following slide.

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Schedule Change Policy

It is the school's position that schedule changes after the school year begins disrupt instructional time. Since staffing and the master schedule are determined by student course selection, **students are expected to honor the commitment they make when selecting courses and the spring deadline for making schedule changes.** There are, however, circumstances that warrant a schedule change. Schedule change requests prior to school starting must meet at least one of the following criteria:

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Schedule Change Criteria

Criteria for schedule changes:

1. Failure to meet course prerequisites

2. Failure to meet graduation requirements.

3. Change in college or career plans.

4. Course changes due to completion of summer school.

5. Inappropriate level placement.

6. Students earning a failing grade from the teacher the previous year.

7. Incomplete Schedule - not enough classes listed on schedule.

8. Schedule Conflict – two of the student's selected courses are offered only during the same block.

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GRADUATION REQUIREMENTS

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Graduation Requirements

EARN A HIGH SCHOOL DIPLOMA

- Core 40 diploma
- Core 40 with Academic Honors diploma
- Core 40 with Technical Honors diploma

LEARN & DEMONSTRATE EMPLOYABILITY SKILLS

Employability skills are demonstrated by one of the following:

- Project-Based Learning Experience
- Service-Based Learning Experience
- Work-Based Learning Experience

COMPLETE ONE OF THE FOLLOWING POSTSECONDARY-READY COMPETENCY

- Earn an Academic or Technical Honors diploma
- Earn certain scores on ACT, SAT or ASVAB
- Complete a State and Industry recognized credential, certificate or apprenticeship
- Complete a Career-Technical Education Concentrator
- Complete three dual credit and/or AP courses with a C average GPA or higher

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Graduation Requirements - Diploma Options

CORE 40 DIPLOMA

The Core 40 diploma is designed to prepare you for many college programs & careers.

- Requires a minimum of 40 credits
- Requires three years of math
- Does not have a world language requirement

CORE 40 WITH ACADEMIC HONORS

More aligned with requirements needed for admission to more elite or selective colleges.

- Requires a minimum of 47 credits
- Requires an additional year of math
- Requires 3-4 years of world language
- Requires a year of a fine art class
- Has grade & GPA requirements
- Has test scores and/or dual credit requirements

CORE 40 WITH TECHNICAL HONORS

Shows colleges and employers that you have necessary academic and technical skills for success.

- Requires a minimum of 47 credits
- Requires completion of a state-approved College & Career Pathway that earns 6 college credits
- Has grade & GPA requirements
- Has test scores, dual credit and/or certification requirements

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Graduation Requirements - Employability Skills

“PROJECT BASED LEARNING allows students to gain knowledge & skills by working for an extended period of time to investigate & respond to an authentic, engaging and complex question, problem or challenge.”

Demonstrations include:

- Completion of a research project
- Completion of a capstone class
- Completion of a PLTW course

“SERVICE BASED LEARNING integrates meaningful service to enruck & apply academic knowledge, teach civic & personal responsibility, and strengthen communities.”

Demonstrations include:

- Participation in a volunteer or civic engagement experience
- Engagement in a school-based activity, such as a extracurricular activity or sport for one academic year

“WORK BASED LEARNING is a strategy to reinforce academic, technical, and social skills learned in the classroom through collaborative activities with employer partners”

Demonstrations include:

- Completion of an internship
- Employment outside of the school day
- Earning the Governor’s Work Ethic Certificate

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Graduation Requirements - Postsecondary Readiness

STANDARDIZED TEST SCORES

- Earn the following scores on:
  - ACT
    - Math: 22 ***OR*** Science: 23
    - English: 18 ***OR*** Reading: 22
  - SAT
    - Math: 530
    - English 480
  - ASVAB: 31

CAREER-TECHNICAL EDUCATION CONCENTRATOR

Must complete three advanced courses within a particular program or program of study and earn at least a 2.0 average GPA or better.

Ex. Manufacturing, Construction, Digital Design, Culinary Arts

ACADEMIC OR TECHNICAL HONORS DIPLOMA

OR

DUAL CREDIT / AP COURSES

- 3 dual credit or AP courses with a C average or higher

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NAVIANCE FOUR YEAR PLAN

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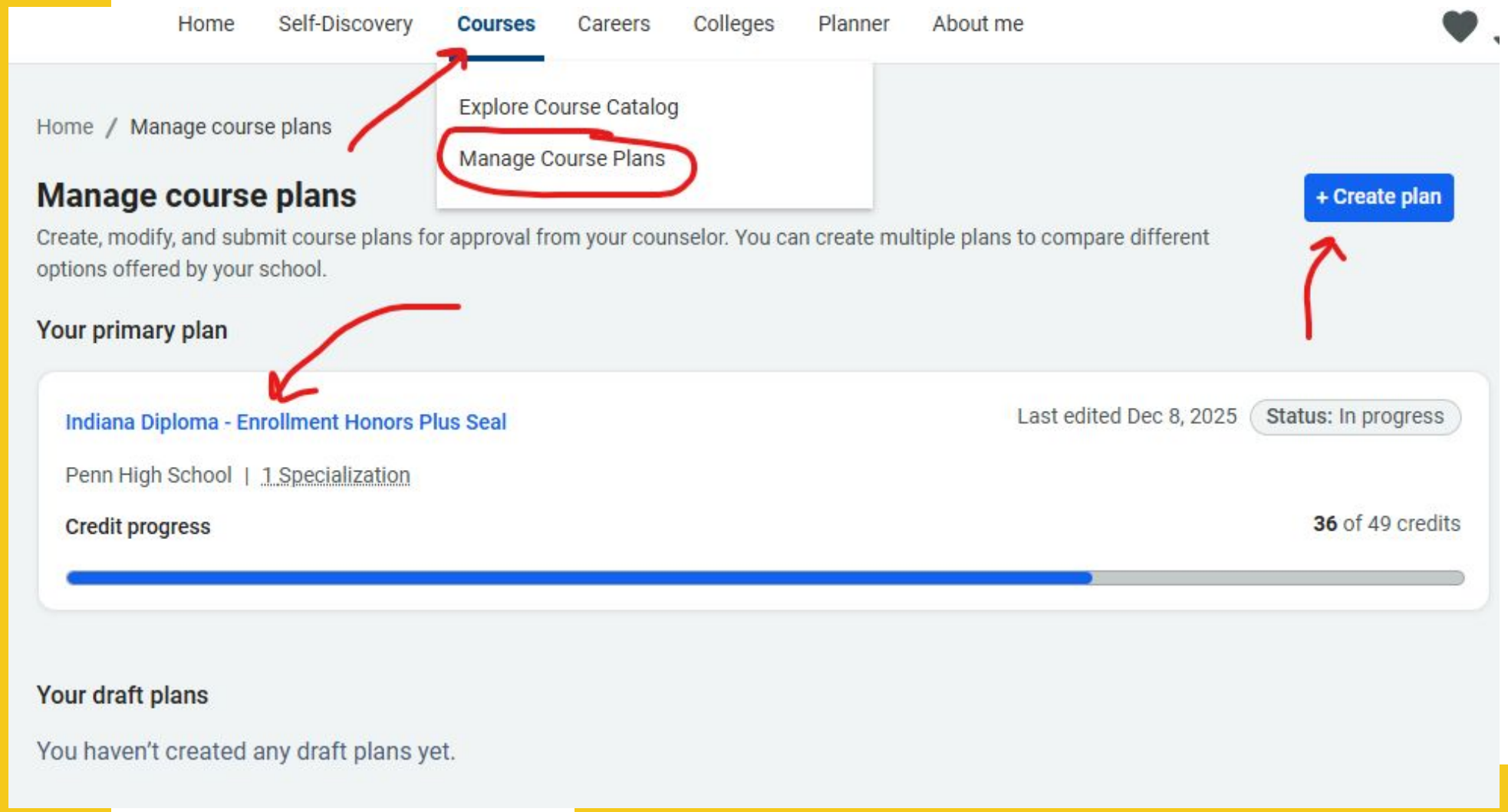
Naviance - Four Year Plan

- Log-in to **Clever** (link can be found at the top right corner of any PHM webpage)
- Click on the **Naviance** application, icon looks like this ---------> 

- Once you are logged in to Naviance, click **Courses** at the top of the page and then click on **Manage Course Plans**. If no plan started, create a new plan.
- Make note of the type of diploma you are working towards on your courses sheet (handout you were given prior to presentation)
- Revisit your Four-Year plan during this presentation, add **course numbers & titles** to your courses sheet so we can input that info into Skyward at the end of the presentation

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Naviance - Four Year Plan

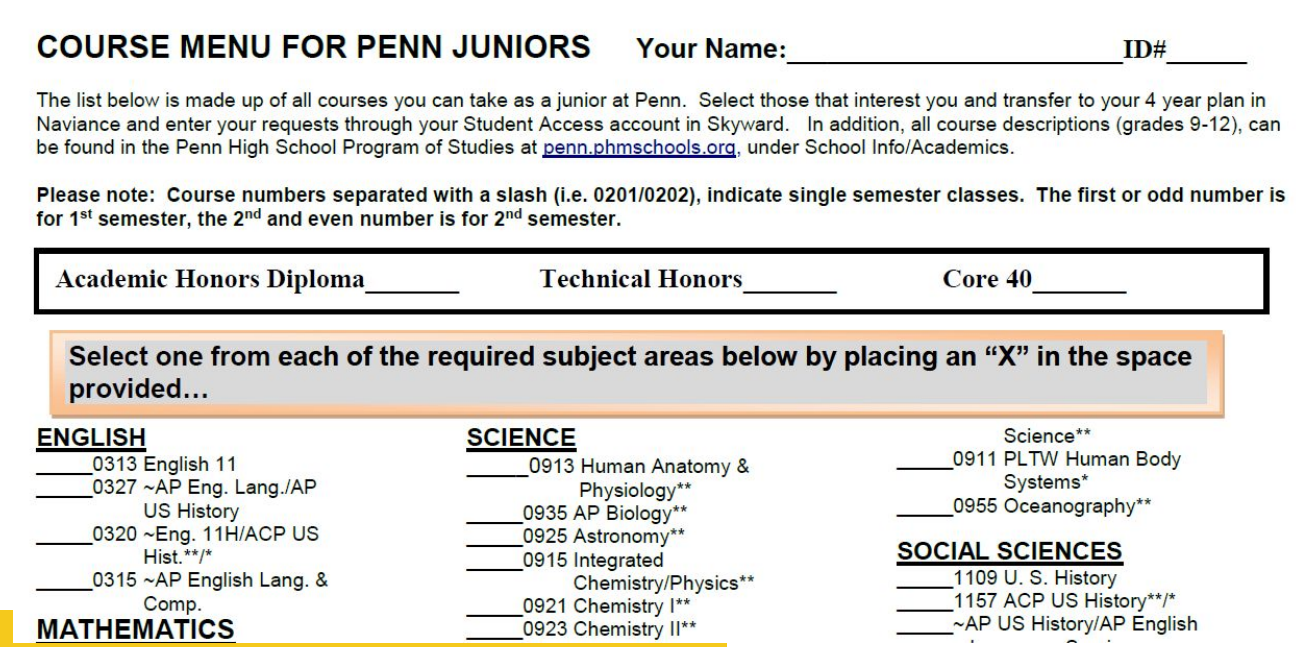


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COURSE SELECTION

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Course Selection



COURSE MENU FOR PENN JUNIORS **Your Name:**_____ **ID#**_____

The list below is made up of all courses you can take as a junior at Penn. Select those that interest you and transfer to your 4 year plan in Naviance and enter your requests through your Student Access account in Skyward. In addition, all course descriptions (grades 9-12), can be found in the Penn High School Program of Studies at penn.phmschools.org, under School Info/Academics.

Please note: Course numbers separated with a slash (i.e. 0201/0202), indicate single semester classes. The first or odd number is for 1st semester, the 2nd and even number is for 2nd semester.

Academic Honors Diploma_____ **Technical Honors**_____ **Core 40**_____

Select one from each of the required subject areas below by placing an "X" in the space provided…

ENGLISH
_____0313 English 11
_____0327 ~AP Eng. Lang./AP US History
_____0320 ~Eng. 11H/ACP US Hist.**/*
_____0315 ~AP English Lang. & Comp.

MATHEMATICS

SCIENCE
_____0913 Human Anatomy & Physiology**
_____0935 AP Biology**
_____0925 Astronomy**
_____0915 Integrated Chemistry/Physics**
_____0921 Chemistry I**
_____0923 Chemistry II**

Science**
_____0911 PLTW Human Body Systems*
_____0955 Oceanography**

SOCIAL SCIENCES
_____1109 U. S. History
_____1157 ACP US History**/*
_____~AP US History/AP English

- Throughout this next part of the presentation, take notes.
- Using your four year plan, your personal interests & goals, and the information we are about to share regarding class options, please make note of the course titles & codes on your course menu that you would like to request for next year.
- We will be entering these into Skyward at the end of the presentation.

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Course Selection - Schedule Options

	Semester 1 Course #	Semester 2 Course #
1	English 12 (Ivy Tech/ACP/AP)	English 12 (Ivy Tech/ACP/AP)
2	Mathematics	Mathematics
3	Science	Science
4	US Gov (ACP/AP)	Econ (AP-full year/ACP)
5	Elective	Elective
6	Elective	Elective
7	Elective	Elective
8	Study Hall/Internship/Co-op/Bldg. Trades	Study Hall/Internship/Co-op/Bldg. Trades

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Course Selection - English / Gov. / Econ.

You must pick one class from each of the following subjects:

GOVERNMENT

(all are one semester classes)

1115/1116: US Government

1139: ACP US Government

1138: AP US Government

1189/1190: Ivy Tech Government

ECONOMICS

1121/1122: Economics (one semester class)

1183/1185: ACP Micro & Macroeconomics (one semester or full year)

1187/1188: Ivy Tech Economics (one semester)

1123/1124: AP Macro & Microeconomics (full year)

ENGLISH

0321: English 12

0398: Ivy Tech English 12

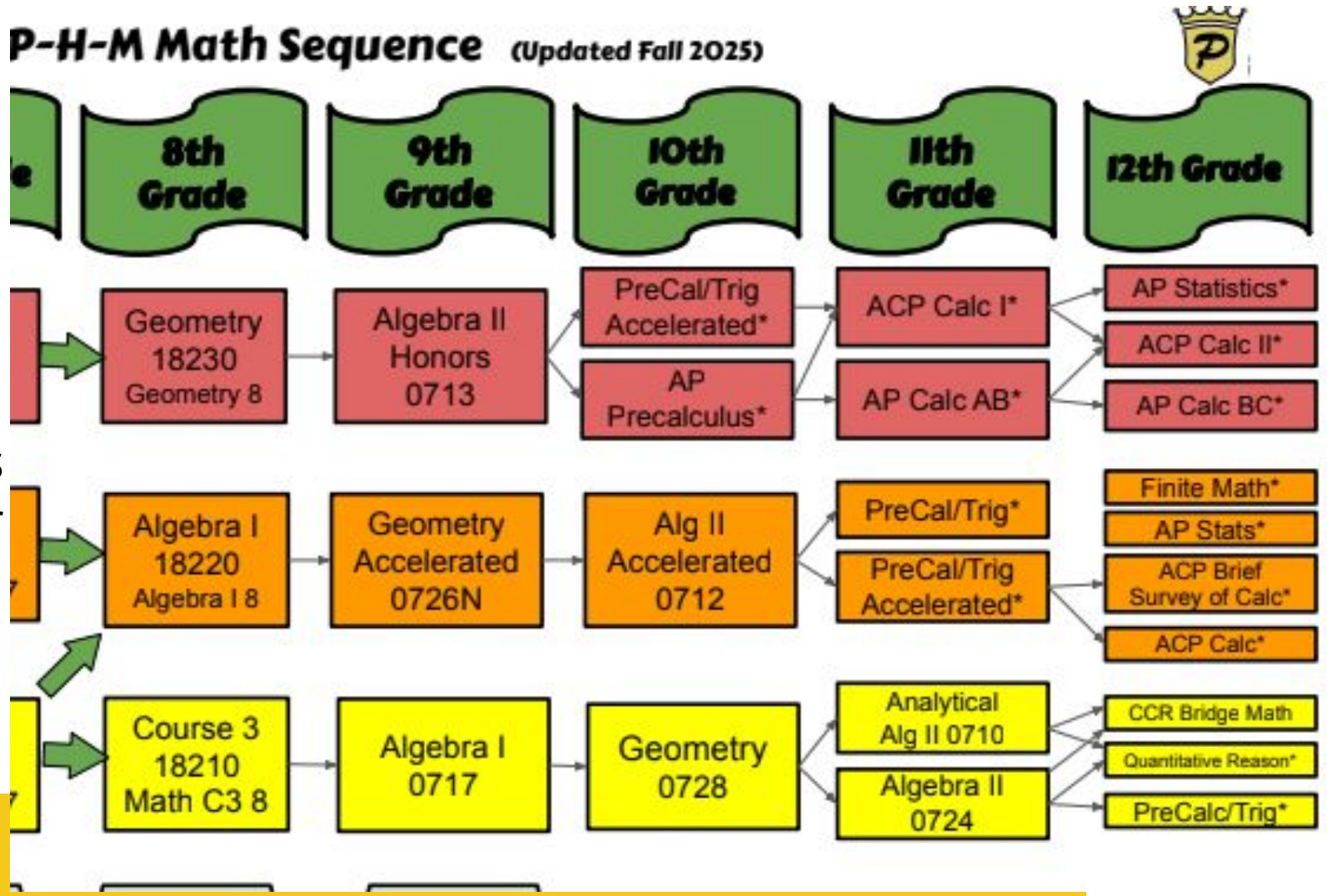
0325/0326: ACP English Composition & ACP English Literature

0329: AP English LIterature & Composition

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Course Selection - Math

Pick next year's math class based on the class you are currently enrolled in. Changes to your selections can be made during your schedule meeting if necessary based on grades, difficulty understanding content or struggling to keep up with pace. Current math teacher's also provide counselors with recommendations regarding which course each student should take the following year.



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Course Selection - Science

Three years of Science classes are required for graduation. However, students have the freedom of choosing a Science elective class for their fourth year. Science Electives are separated into two categories:

LIFE SCIENCES

0943: Environmental Science

0945: AP Environmental Science

0913: Anatomy & Physiology

0965: ACP Biology

0935: AP Biology

0643: Animal Science

PLTW BioMedical Courses

PHYSICAL SCIENCES

0925: Astronomy

0951/0952: Forensic Science

0955: Oceanography

0929: Physics I

0963: AP Physics I-C: Mechanics

0969: AP Physics I: Algebra Based

0933: AP Physics II: Algebra Based

0947: AP Physics II-C: Electricity & Magnetism

0921: Chemistry I

0923: Chemistry II

0937: AP Chemistry

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Summer Government & Economics Information

Registration Information

- Students will self-register for online Gov/Econ
- Registration information will be shared soon
- Pay attention to updates and communication through Kingsmen Nation and the Counseling Center Canvas course.

***If planning to take summer Gov/Econ., don't add courses to requests in Skyward**

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Course Selection - Additional Options

INTERNSHIP/WORK EXPERIENCE OPPORTUNITIES

Work-Based Learning Internship

Building Trades

Legacy Medical CNA program (next slide)

Student Intern/Student Assisting

ELKHART AREA CAREER CENTER

Hands on Project Based Learning in 33 half-day programs with opportunities to earn dual credits, or certificate level credentials

- Open House attendance & approved application (available in Counseling Canvas course) required to attend
- Tuition is paid by Penn High School, student is responsible for payment of any required supplies, uniforms, tools, etc.
- Bus transportation available
- Full-year commitment

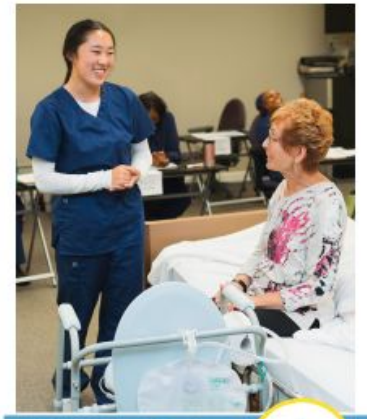
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Course Selection - Additional Options

Healthcare Specialist

Legacy MEDICAL ACADEMY

Launch Your Healthcare Career with Legacy Medical Academy



Indiana is projected to face a shortage of 5,000+ nurses by 2030.* Join our Career and Technical Education (CTE) Pre-Nursing Pathway to help meet this critical need and develop skills necessary to thrive in nursing school and beyond.

EARN CREDITS & CERTIFICATIONS

- 6 high school credits through three core courses: **Principles of Healthcare, Healthcare Fundamentals** (Medical Terminology and Essential A&P), and **CNA Prep**
- Up to 15 college credits via Ivy Tech Community College (varies by school)
- Certified Nursing Assistant (CNA) certification = 5 college credits

GAIN INDUSTRY-RECOGNIZED CREDENTIALS

- Indiana Department of Health (IDOH) **Certified Nursing Assistant** (CNA) credential
- Basic Life Support (BLS) **CPR certification**

WHY START AS A CNA?

1. **HANDS-ON EXPERIENCE**
   Direct patient care experience deepens understanding of patient needs and the healthcare environment.
2. **IMPROVED NURSING SCHOOL SUCCESS**
   Practical CNA skills and insights often translate to greater confidence and performance in nursing programs and clinical settings.
3. **CAREER ADVANCEMENT**
   Begin your career ladder by working as a CNA, then advance to roles such as Registered Nurse (RN) or Nurse Practitioner (NP).
4. **EMPLOYABILITY**
   CNAs remain in high demand, providing valuable work opportunities that can support you financially while you pursue your education.

*Bowen Center for Health Workforce Research & Policy. (2020). "2019 Indiana Nursing Licensure Survey Workforce Data Report." Indiana University School of Medicine. https://scholarworks.iupui.edu/handle/1805/23425





Take the First Step Toward a Rewarding Nursing Career

Becoming a CNA through Legacy Medical Academy's Pre-Nursing Pathway offers unparalleled preparation for your future in healthcare. Whether you're headed straight to college or looking to enter the workforce, you'll graduate with the skills, confidence, and credentials to succeed.

WORK-BASED LEARNING & CLINICAL EXPERIENCE

FOUNDATIONAL HEALTHCARE KNOWLEDGE
Master 72 foundational resident care procedures, including infection control, vital signs, and patient mobility, developing essential skills for advanced studies and real-world healthcare roles.

REAL-WORLD TRAINING
Fulfill IDOH's required lab and clinical components for CNA certification with 75 hours of practical, work-based learning with hands-on patient care.

EXPOSURE TO DIVERSE SETTINGS
Discover your preferred career path while still in high school through broad exposure to a variety of care settings – in-home care, acute care (hospitals), and long-term care.

READY TO LAUNCH YOUR HEALTHCARE CAREER?

Please speak with your high school guidance counselor about enrollment in this pathway and visit our website via the QR code to learn more about how Legacy Medical Academy can help you reach your nursing goals.

Legacy MEDICAL ACADEMY

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Course Selection - Reminders

- **Prerequisites -** many courses have prerequisites…make sure you've met those requirements
- **Applications** - some courses require an application (i.e. Peer Leaders or EACC programs)
- **Electives** - make sure you have enough classes to fit your scheduling needs/plans
- **Diploma Tracking** - make sure you are adding courses to meet the requirements of your chosen diploma

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ENTER COURSE REQUESTS IN SKYWARD

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COMPLETING COURSE REQUESTS IN SKYWARD

Step 1

Log in to Skyward and click on the Course Requests Tile



Step 2

Refer to your Scheduling Worksheet, to type in the course code of the classes you want to request in the search bar.

Step 3

As the class appears, select the class by clicking on it and press "Add" at the top of the page.

Repeat this process for all the courses you need to request.

Step 4

Be sure to add alternate course requests in case an original course request is unavailable.

Do this by clicking the "Alternates" tab at the top and repeat steps 1-3

*****Be sure to "Save Requests" each time you make an update...this will save your requests!**

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Course Selection - Finalization

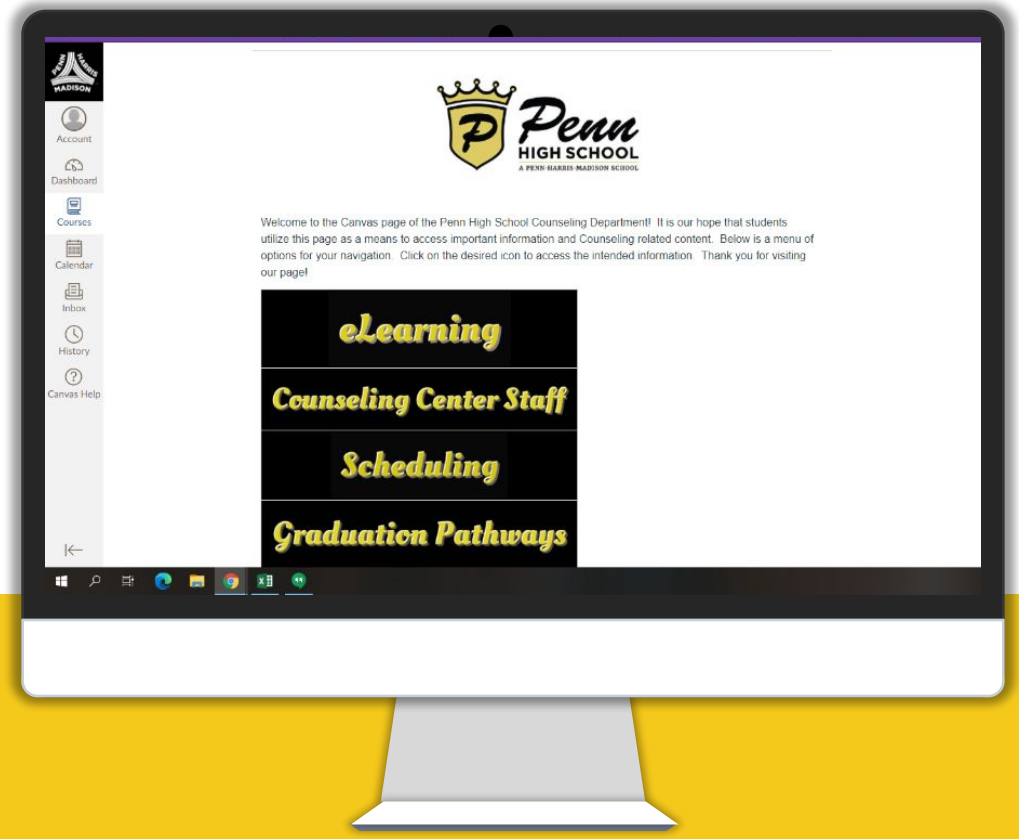
Speak with a parent/guardian, your teachers, and any other relevant stakeholder regarding your choices and plans for the rest of your high school career and make course selections that best support your interests and goals.

Be sure to click **“Submit Requests”** each time you update Skyward to save your requests. Skyward requests and a completed 4 year plan in Naviance are due by **Friday, January 22, 2027**.

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COUNSELING CANVAS COURSE

If you need to refer back to any information presented today or are looking for more information on classes & scheduling, refer to the Penn Counseling Canvas course. Here you will find lots of information, including this presentation, links to the Program of Studies, diploma information, and graduate pathways explanations.



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NCAA Eligibility



Complete 16 core-course units in the required subject areas.



Meet core-course progression before the seventh semester.

Note: Students certified based solely on international credentials are exempt from core-course progression.



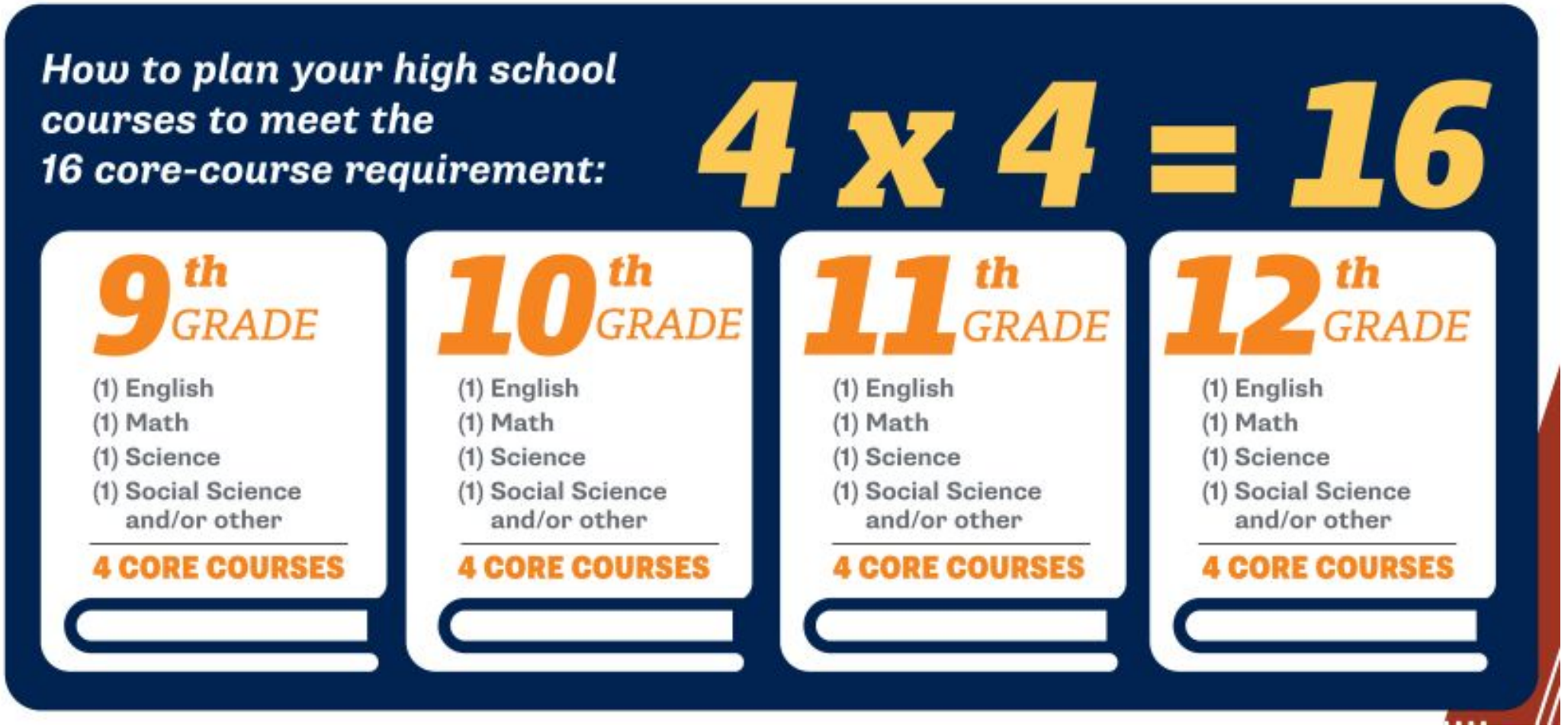
Earn a core-course GPA ≥2.3 in the required subject areas.



Submit proof of graduation to the Eligibility Center.

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NCAA Eligibility



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Important Reminders

DEADLINES -

- Update 4 year plan in Naviance and submit all course requests in Skyward by January 22

PENN SHOWCASE -

- Monday, November 30, 2026
  - 6 - 8 PM

COUNSELOR ASSIGNMENTS

Mrs. Stratford - A - Daigle

Mrs. Weade-Jeong - Dame - Howes

Mrs. Shaw - Hoy - Lu

Ms. Shultz - Lucas - Parnell

Mrs. Fell - Patel - Swiger

Ms. Fitzgerald - Szuba - Z

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Important Reminders - Schedule Change Criteria

Criteria for schedule changes:

1. Failure to meet course prerequisites

2. Failure to meet graduation requirements.

3. Change in college or career plans.

4. Course changes due to completion of summer school.

5. Inappropriate level placement.

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7. Incomplete Schedule - not enough classes listed on schedule.

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Questions?

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