

January 3, 2011

Dear Parent and/or Guardian:

In an attempt to help students and their families be more involved in the building of student course schedules, last year Farmington Public Schools began using the Course Planner system. We began using the Course Planner system as, in addition to assisting families in the scheduling process, it also allows students to create multi-year course plans that keep students on track with graduation requirements, prerequisites, college and career goals. Additionally, by utilizing *Course Planner*, students receive feedback that illustrates how their course choices affect post-secondary options. Other major advantages of *Course Planner* are:

- Students select courses, along with their parents, from the comfort of their home using a secure internet connection
- Students will no longer lose valuable classroom instructional time to enter course requests into the Skyward system
- Students follow a guided process for building multi-year course plans based on Farmington and State of Michigan Graduation Requirements
- Students can create more than one course plan scenario to explore
- Students can view their “Validate Course Selection” to help evaluate how well their course plans will prepare them for different types of colleges

Specific instructions for using the *Course Planner* scheduling system are available, on the internet, by visiting your schools web page. In addition, your child’s log-in name and password is being sent home from school with your child.

If you do not have computer access, both branches of the Farmington Community Library are open Monday-Thursday, 9 a.m. – 9 p.m., Friday-Saturday, 10 a.m. – 6 p.m. and Sunday from 2 – 5 p.m. Both branches have computers available for public use. You must have a valid library card which can be obtained at the Library if you bring a valid driver’s license.

We are certain that families will appreciate the opportunity to be more actively involved in the long-range planning and scheduling of their children. If you have any difficulty accessing or using the system, please contact your child’s guidance counselor for assistance.

Sincerely,

Mark T. Wilson, Executive Director of K-12 Instructional Services