

April 21, 2025

Happy Monday. I hope everyone enjoyed the long weekend. I feel like Spring finally showed up, as did my allergies. A few sneezes are a small price to pay for the nicer weather, though. 🤧

As we move into this week, I wanted to send an update and the schedule for the course requesting process. Initial course requests, 6th major requests, and applications for SAGE, Peer Mentors, and AP Art have already been submitted, so now the review process begins.

The next step: Advisors have entered and printed out student course requests and will send them home to review. Any changes/revisions to the requests (*if you forgot to choose a course or alternate, changed your mind about a selection, or see an error in what was entered vs what was written on the form*) should be written on the form and returned to advisors to update in the system no later than Tuesday, April 29th.

The course request process will continue until departments review and respond to course requests, and all forms have been returned, updated, and entered into the system for final review by our scheduler. (mid May)  
Student schedules will be completed using this data by mid August, once sectioning, space, and staffing are finalized.

Please refer to the [Academic Scheduling Resource Page](#) for more details on the scheduling process. If you have specific questions about a course or requirement, you can contact your child's teacher, advisor, department chair, or me. Thank you for your partnership in helping to plan a positive, affirming academic program for next year that will allow your child to thrive.

Have a great day.

Tuc

## Dwight-Englewood Upper School

### *Scheduling Timeline for 2025 - 2026 School Year*

Thursday, February 27th	Scheduling Assembly for students
Monday, March 3rd	Curriculum Night for Parents
Wednesday, April 2nd	Students to complete "Commitments & Workload" form in Advisory + Course of Study released
April 2/8/9/11/15/16	Scheduling Conversations in Advisory
Wednesday, April 9th	Supplemental Applications Due: AP Studio Art, AP Art History, AP Psychology, Focus, Peer Mentoring, SAGE
Thursday, April 10th	Quarter 3 comments & grades released to students
Wednesday, April 16	Schedule <b>requests due</b> to Advisors; <b>6th major</b> applications due
Tuesday, April 22nd	Advisors give students printed copy of ClassA course request
<b>Tuesday, April 29th</b>	<b>Schedule request document due back to Advisors</b>
April 23rd & 30th	Department Meetings to review all requests/placements
May 5th - 9th	Chairs communicate changes to students + supplemental application decisions sent out to students
Monday, May 12th	Deans begin work with students whose schedules have been adjusted