

Enrollment Calendar 25-26 school year

Date	Location	Task	Responsibility
Sept 30	JCHS	Students rolled into scheduler	Kailey Leesman
Oct 15	JCHS	Freshman ICAP/MO Conn mtg	JCHS Counselors
Oct 30	LCMS	8th grade ICAP mtg	JCHS Counselors
Nov 19-22	JCHS	Sophomore meetings-NCC signups	JCHS Counselors
Nov-Dec	JCHS	Junior Meetings-NCC signups	JCHS Counselors
Jan 8	LCMS	Enrollment with 8 th grade	JCHS Counselors
Jan 13	JCHS	NCC tour sign up deadline	Carrie
Jan 13	JCHS	Packets delivered to Eng I-III teachers	JCHS Counselors
Jan 14	JCHS	Packets handed out to students in class	English Teachers
Jan 21-22	JCHS	NCC Tours 5th period/Students apply	Carrie
Jan 27-Feb 6	JCHS	World History/US History/Eng III student visits	JCHS Counselors
Feb 6	JCHS	Parochial/Curriculum Night 5 pm to 7 pm	JCHS Staff
Feb 28	JCHS	Courses pushed into scheduler	Carrie
Feb 28	JCHS	Special Services Dept submit cards to Reve/Emily	Sped Dept
March	JCHS	Compile Lists	Carrie
Mar 3	JCHS	All counselor NCC recommendations due	JCHS Counselors
Mar 7	JCHS	NCC Acceptance/Denial letters mailed	Carrie
Mar 10	JCHS	Request letters shared with families	Carrie
Mar 11-12	JCHS	Sped cards checked in IC walk in scheduler	Carrie, Reve, Emily
Mar 14	JCHS	All cards are entered correctly by 3 p.m.	JCHS Counselors
April 3-4	JCHS	Master Schedule Creation	Julie/Carrie/Reve/Emily/Jaime
April 17	JCHS	Freshman Readiness Night	All