



## METUCHEN PUBLIC SCHOOLS

School Counseling Department  
400 Grove Avenue, Metuchen, NJ 08840

Metuchen High School  
(732) 321-8744 x 5020

The time to begin scheduling for the 2024-25 school year is here!

Teachers are completing level recommendations and student-counselor meetings will begin mid-February.

Teacher recommendations will be available in Genesis mid-March. An email will be sent home to announce their release.

**Course Planning Conferences:** Counselors will conduct *individual* conferences with each student to discuss the following:

- High School graduation requirements
- Academic coursework required/recommended for college & career preparation
- Teacher course recommendations
- Student interests and goals

*Parents are welcome to call-in to these meetings to solely discuss scheduling.* Please note that appointments run approximately 15 minutes in length.

**Beginning Monday, February 12th, you will be able to schedule your Course Planning Conference directly in Genesis.**

**Please visit Genesis > Conference Tab > Click Request a Conference>**

**Select a Week Of > Select Date and Time > Click RESERVE.**

### **Understanding the Scheduling Process Document:**

A **REQUIREMENT** of all families. This document, found **in Genesis > Documents**, must be read and electronically signed/acknowledged. Students will not be scheduled without this acknowledged document on file. Once you have read the document, please click the green bar to acknowledge/sign. This document is available now.

**Mapping a Course Plan:** In preparation for the Course Planning Conference, please do the following:

1. **Review the Program of Studies** – It is our course catalogue. Become familiar with our classes, requirements, prerequisites, and flow of advancement.
2. **Request your electives in Genesis** **between Feb 12 and Feb 16**, all students can and should now choose what they'd like to take next year and rank their choices. **NOTE:** You can view teacher recommendations in Genesis>Scheduling

If you have any questions, please call the School Counseling Office @ **732-321-8744 x 5020**

Sincerely,

*The School Counseling Team*