

# SCHEDULING FAQ for 2025-2026 SCHOOL YEAR

(updated 2/25/25)

## Who is my counselor?

If you are still in Middle School, contact the counselor at your current school

### ***High School Students:***

Dawn Michelini - Counselor for **current** 10th and 11th grade students  
dawn.michelini@keysschools.com

Kay MacKenzie - Counselor for **incoming** 8th grade and **current** 9th and 12th grade students  
kay.mackenzie@keysschools.com

Baye Haddad - College and Career Counselor for all students  
jessica.haddad@keysschools.com

## When can I speak with my counselor regarding scheduling?

All students must be registered before scheduling a meeting with a counselor. Parents can contact the guidance assistant with questions.

For 8<sup>th</sup> grade transitioning students: Counselors will be available for parent appointments after April 15th.

All **current** Coral Shores students will meet individually with a counselor to review their Academic Plans and course selection for next year once they have completed the course request process outlined in the Counselor Google Classroom.

## Can my student change his/her course selections once they have been submitted to school before the academic year begins?

Course selections can be revised up until May 1st. Selections **cannot** be changed after May 1, 2025.

## Do I have to make an appointment to see the counselor or can I just walk-in?

All **current** Coral Shores students will meet individually with a counselor to review their Academic Plans and course selection for next year once they have completed the course request process outlined in the Counselor Google Classroom.

**Students** may also see counselors before school, after school or during their lunch without an appointment, or can see the guidance assistant to schedule an appointment during an elective

class. **Parents** need to contact the guidance assistant, Andy Dutton, via phone to request an appointment (305) 853-3222 ext. 56306.

### **How do I make an appointment with the counselor?**

**Students** can meet with their counselor before school, after school or during their lunch without an appointment, or can see the guidance assistant to schedule an appointment during an elective class. **Parents** need to contact the guidance assistant, Andy Dutton, via phone to request an appointment (305)853-3222 ext. 56306.

### **Can I override a teacher recommendation?**

Teachers make course recommendations based on student performance from a variety of data points and we strongly urge parents NOT to override a teacher's recommendation. If parents choose, they may bypass the teacher recommendation and opt for a different course by completing the parent override form which is available in the Coral Shores Main Office.

Parent override forms must be submitted to the school **prior to April 15th**

### **Can I “underride” a teacher recommendation?**

Teachers make course recommendations based on student performance from a variety of data points and we strongly urge parents NOT change a teacher's recommendation. If parents and students are concerned about being placed into too many advanced classes then a family can underride the course by either writing in their request on the course request sheet and the parent/guardian signing next it or providing something in writing to the school counselor either hand written or via email.

### **What is the criteria to get into an Honors/Pre-AP/AP class?**

Please review the Curriculum Guide for each individual course (a copy is posted on the CSHS website).

### **I am transferring to Coral Shores from another high school or district. Will there be enough room left in classes if I register my child after April 15th?**

We make every effort for late registration students to enroll in classes recommended by their teachers, and with the electives they prefer. However, since the budget and scheduling is completed in the Spring, we cannot guarantee that we will be able to accommodate all of the students' choices when registering after the school year ends. See administration or counselors for exceptions for military families.

### **I am a current Monroe County student and I did not turn in my Course Request form by the due date. Will there be enough room left in classes?**

We make every effort for late registration students to enroll in classes recommended by their teachers, and the electives they prefer; however, since the budget and scheduling is complete in the Spring we cannot guarantee that we will be able to accommodate students who complete their course requests after the deadline.

### **When will my student get their schedule for the year and how?**

Schedules will be available via FOCUS prior to the start of school – there is also a schedule pick-up day before school starts – stay tuned to our website and social media for when this information becomes available.

### **Once a student receives his/her schedule can it be changed if we don't like the class or teacher?**

Schedules are made based on teacher recommendations and student requests. Students are directed to choose courses, not teachers. They are also told to be prepared for any of their 7 elective choices to be on their schedule. Schedules may only be changed if there are scheduling errors; i.e. duplicate classes, missing classes, scheduled for a class they have already taken, or other errors as determined by counselors.

### **Under what circumstances can schedules be changed?**

Schedules may only be changed if there are scheduling errors; i.e. duplicate classes, missing classes, scheduled for a class they have already taken, scheduled for a class they decided to take over the summer virtually, or other errors as determined by counselors.

### **How does my child sign up for Florida Virtual School (FLVS classes)?**

All FLVS classes are requested through the FLVS website – [www.FLVS.net](http://www.FLVS.net)

Current high school students wishing to take a course over the summer must register by May 15<sup>th</sup> to give counselors time to approve online courses.

Current 8<sup>th</sup> grade students must register through their **CURRENT MIDDLE SCHOOL**. Coral Shores cannot approve 8<sup>th</sup> grade requests until students officially become a 9<sup>th</sup> grader on their first day of attendance at Coral Shores.

### **How does my child register for Dual Enrollment (DE) courses?**

Students must see their counselor to complete the enrollment process prior to the end of the prior school year. For 2025-26, including summer courses, the deadline would be May 1st.

### **What is Senior Study Hall (6 period day)?**

Senior Study Hall is a shortened day for seniors who are on track for graduation. If it works with their core classes, seniors who choose this option will have **either** first or last period off. There is not a way for students to choose which period they will have off.

## What is the 9th grade elective course?

All 9th grade students will be scheduled into one of the following courses: Freshman Seminar, Intensive Reading or AVID. Students can choose which freshman elective they would like on their course request sheet. All students interested in AVID must complete the application.

## What are the graduation requirements? Where do I find the information?

Graduation requirements can be found in the [curriculum](#) guide. Students can also see a detailed report of their graduation status in FOCUS under “Grad Reqs” (image below). When counselors have their one on one meeting with students to review their course selection they also review all credits and graduation requirements to make sure that students are on track not only for graduation but also to meet their postsecondary goals.

Portal

School Information

My Information

Preferences

Calendar

Class Schedule

Class Requests

Grades

**Grad Reqs**

Test History

Absences

Attendance

Forms

Select Language

Print

Logout

Search screen | Full-year Grades | Semester Grades | Quarter Grades | Course History | Effective date:

Show Simplified Report

Cumulative GPA: 2.500  
Cumulative Weighted GPA: 2.500

Total Credits Earned  
Total Credits Attempted  
Quality Points  
Cohort Year:  
Biology I EOC Pass  
Geometry EOC Pass  
US History EOC Pass Date:

14 graduation requirements

Export

Requirements	Credits required to graduate	Credits remaining to be taken
English	4	3.5
Math	2	1.5
Science	3	2.5
World History	1	1