



Fayetteville High School

Dear Parents,

Fayetteville High School is preparing for our Career and Action Plan (CAP) process. The purpose of CAP is to assist students and parents in planning for each student's academic future by making careful and appropriate course requests. The CAP process ends with offering the opportunity for an individual student/parent conference so that course requests can be finalized for the 2017-2018 school year. Based on student requests, FHS will address staffing needs and build the master course schedule. The following information is important to your family:

1. On February 20th the CAP Guide will be published on our FHS website under the "Parents and Students" tab. Student CAP information sessions will be held during February through our EDGE advisory program. The sessions will provide time for students to reflect on their goals in relationship to academic planning, graduation requirements, elective programs, GPA and the importance of transcripts.
2. Beginning February 24th parents will be able to view their child's course requests so they can prepare for the Family Information Night and/or Family CAP Conference.

Student's current core teachers will make placement recommendations. If a student wishes to take a more advanced core course than the one recommended, the parent will fill out a Course Waiver. Course Waiver forms may be accessed from February 24th to March 15th on our FHS website under the "Parents and Students" tab. Students will submit their remaining primary and alternate requests through EDGE advisory.

3. **Family CAP Information Night will be Wednesday, March 1st.** The inclement weather makeup date will be March 8th. **There will be three "General Information Sessions"** scheduled to provide an overview of the CAP process including information on zero hour, advanced placement, block scheduling, advisory, graduation requirements and academic planning. Parents are encouraged to attend one of the following:
4:30, 5:30 or 6:30 p.m. in the FHS Performing Arts Center
5:30 p.m. for non-English speakers in the FHS Cafeteria

High school teachers will be available from 4:30-8:30 p.m. to answer curricular questions for core, Advanced Placement and elective programs. Teachers will be arranged by subject area and maps will be provided. Arrive early as parking is limited. Parking is available in front lots south of the building and in the lots north of Bulldog Blvd.

4. Options to finalize course requests:
 - a. Parents who have selected and approved course requests will not need to do a CAP conference and may indicate this through HAC. If a parent has submitted a Course Waiver please note they are processed after March 15th.
 - b. **Family CAP conferences** are important for those having additional questions. This scheduled conference is the final opportunity to make changes to student course requests for 2017-2018. If a student has additional questions or would like help finalizing their CAP course requests they may sign-up for a CAP conference beginning March 1st by visiting pickatime.com/fayettevillehs. Parents will need to create a separate login for this site as it is not tied to HAC. Each Cap conference will be held at FHS in the cafeteria based on the appointment sign-up.
Wednesday March 15th, 4:30-8:00 p.m., Inclement weather makeup day March 28th

CAP and other helpful information will be updated on the FHS website. We look forward to working with your family. If you have questions about the CAP process please do not hesitate contact Deanna Easton, Director of Student Programs at 479-445-1343.