How to Complete Your LMSFAA Choice Sheet

Lamar Middle School and Fine Arts Academy
Lamar is a comprehensive middle school for 6th, 7th, and 8th graders with a fine arts signature program ... we are more than fine arts.

Along with LMSFAA’s robust fine arts offerings, we also have many other programs: advanced science, advanced math, languages other than English, computer science, engineering, athletics, culinary arts, digital media, and other advanced academic choices.
Your Class Schedule - how to understand it

The school year is divided into two semesters: Fall and Spring. The semesters are separated by Winter break in December.
Your Class Schedule - how to understand it

The school day is divided into 4 periods plus lunch

<table>
<thead>
<tr>
<th>1\textsuperscript{st} Period</th>
<th>2\textsuperscript{nd} Period</th>
<th>Lunch</th>
<th>3\textsuperscript{rd} Period</th>
<th>4\textsuperscript{th} Period</th>
</tr>
</thead>
</table>
Your Class Schedule - How to understand it

The school week is comprised of A-days and B-days: Mondays and Wednesday are A-days; Tuesdays and Thursdays are B-days. Fridays alternate between A- and B-days.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>A-day</td>
<td>B-day</td>
<td>A-day</td>
<td>B-day</td>
<td>Alternates A- and B-</td>
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<td>days</td>
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</table>
Your Class Schedule - How to understand it

A-days are made up of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> periods, while B-days are comprised of 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> periods.

<table>
<thead>
<tr>
<th>A-Days</th>
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<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; Period</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Period</td>
<td>Lunch</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Period</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Period</td>
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<tr>
<th>B-Days</th>
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<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td>Lunch</td>
<td>7&lt;sup&gt;th&lt;/sup&gt; Period</td>
<td>8&lt;sup&gt;th&lt;/sup&gt; Period</td>
</tr>
</tbody>
</table>
Your Class Schedule - how to understand it

Year-long classes occur over the Fall and Spring semesters

Semester-long classes occur either in the Fall or Spring

On the choice sheet, these courses are labeled as follows:

YR - year long  SM - semester long
Your Class Schedule - how to understand it

All middle school students have required courses and enrichment courses

Required Courses:
- Essential Core Subjects: English Language Arts, Math, Science, and Social Studies
- Physical Education (or equivalent): 4 semesters
  - Two in 6th grade: Functional Fitness = Fall; PE 6 = Spring
  - PE 1/PE 2 during 7th and/or 8th grade
- Fine Arts: 1 semester
- Keyboarding Proficiency: can be satisfied many ways before the 9th grade. Sixth graders meet the requirement in traditional advisory class.
Your Class Schedule - how to understand it

Essential Core Classes
(Math, ELA, Science, Social Studies)

Lamar offers PreAP (H) and On-level (R, V, E) core courses. (see the 5th place in the course number nnnn.Xnnnn.n)

PreAP are weighted on a 5-point GPA scale and On-level are on a 4-point GPA scale.

Advanced and high school math courses are PreAP.
Your Class Schedule - how to understand it

Enrichment Elective Classes

With the remaining 4 periods per semester per school year, LMSFAA students may explore their areas of interest while satisfying the above requirements.

LMSFAA has 14 recommended course majors that allow students to explore the depth and breadth of life-long and college-bound pathways.

Students are encouraged to pursue one or more pathways while at Lamar.
Make a 6-10 Plan - 6th through 10th Grade

Begin with a 6-10 plan and adjust it as your interests change. You may modify your plan each year of middle school and through the early years of high school as long as you are fulfilling the requirements along the way. By the 11th grade, you should have a plan focused not only on graduating high school but also on the transition into the early years following high school.....college, career, or both.

Since AISD has so many secondary school options, we recommend that kids sketch out a 5-10 plan that makes you look and prepare for your middle school of choice and where those choices could lead you beginning from 5th grade.

Note, LMSFAA prepares you for all AISD high schools with an emphasis on McCallum HS, LASA, Anderson HS, and Austin HS.
Make a 6-10 Plan - 6th through 10th Grade

Things you should know (TTK) and questions (Q) to ask yourself at the beginning of 5th grade:

- TTK: The application window for magnet and signature middle schools opens October 1st of each school year. See the school’s website for more information.
- TTK: The middle school showcase to get more information about these programs takes place in early December.
- TTK: Kealing Magnet, Ann Richards, Fulmore Magnet, and Lamar Fine Arts Academy require substantial preparation or have time-intensive applications.
- Q: Does my elementary school have a 6th grade level? If so, then what are the benefits of remaining and what are the benefits of attending 6th grade at a middle school magnet or signature school?
- Q: If you plan on applying to a magnet or signature school, then are you doing what is necessary for that school or schools application/audition process? (improving your essay writing, building a portfolio, practicing your interview skills)
- TTK: Lamar Fine Arts Academy’s application-audition process has specific requirements for the area of interest. Go to lamarmiddleschool.org to access the fine arts academy handbook to read everything you should know and do for that area.
Make a 6-10 Plan - 6th through 10th Grade

How to make your 6-10 Plan - begin with the LMSFAA 3-year plan:

1. Use the list of LMSFAA course majors to identify and prioritize your areas of interest. (Note, there are courses on the choice sheet that are not a part of a major but do align with a high school endorsement pathway.)

2. Identify your math pathway (note, all math pathways lead to college). Algebra or Geometry provides a greater opportunity for LASA and Anderson IB acceptance. Algebra or Geometry in the 8th grade is needed to take LMSFAA’s advanced computer science course. Algebra and Geometry accelerate you into math and science based pathways in high school and college.

3. Identify your ELA, Science, and Social Studies pathways: PreAP or on-level.

4. Identify your Writing pathway: creative, academic, or both (note, all ELA courses include writing).

5. LOTE now or later - Language Other Than English - LOTE is not required for middle school BUT is for high school. You may begin your high school requirement in 6th, 7th, or 8th grade.

6. Complete your LMSFAA 3-year plan which maps out your required and elective choices. Remember, you may adjust your plan every year.
LMSFAA Fine Arts Major Paths for 2019-20:

**Band**
- Beginning – Clarinet, Double Reed, Flute, Horn, Percussion, Saxophone, Trombone, and Trumpet.
- Jazz Factory – (placement by audition) must be concurrently enrolled in Symphonic Band or Symphonic Winds.
- Sub Non-Varsity – Concert Band
- Non-Varsity – Symphonic Band (placement by audition)
- Varsity – Symphonic Winds (placement by audition)

**Choir**
- Beginning – “Purple Pups” – 6th graders only
- Intermediate – Treble Choir - “Doggie Dames” - 7th and 8th grade girls
- Advanced – “Scottie Singers” (Treble Choir) – 6th, 7th and 8th grade girls through audition only
- Recommended: Musical Theatre (prerequisite - one year of either theatre or choir and director’s approval for the other area not taken) – explores the art form of the American musical. All students in the class will work either as cast, crew or both for the musical production and showcase

**Classical Guitar**
- Beginning – for beginners at all grade levels
- Intermediate and Advanced - (placement by audition)

**Creative Writing**
- Creative Writing I – This course provides experience in writing in several genres. Students engage in the writing process designed to produce compositions suitable for publishing. Students examine important examples of literature in relevant genres as models and as subjects for technical analysis.
- The following courses are all semester long and require Creative Writing I as a prerequisite:
  - Creative Writing II – Students read and write in a variety of genres.
  - Script Writing – Students write one-act plays or screenplays for short films.
  - Narrative Writing – Students read and write short stories and narrative nonfiction.
  - Poetry – Students will examine and write different genres of poetry such as an epic poem, narrative, romantic, dramatic, and lyric.
- Novel Writing – students brainstorm ideas, develop characters, and work with plot and conflict to outline a middle-grade novel. Students will write the first draft of their novel. All work will be done in class.
- Advanced Writer’s Workshop/Literary Magazine – Students create a portfolio of polished pieces. Students review submissions and create the literary magazine, Muse.

**Dance**
- Dance I – Introduction to Dance – Social/World dance, Ballet, Jazz, and History of dance
- Dance II - (prerequisite to Dance I or placement by audition) – Ballet, Jazz, Contemporary/Modern, and Tap dance.
- Dance III - (placement by audition) – Ballet, Jazz, Contemporary/Modern, Tap and Choreography.
- Dance Company – (placement by audition; only 7th and 8th graders) – Performance-based course. Ballet, Jazz, Contemporary/Modern, Tap, and Choreography; represents Lamar at district performances.
- Ballet – (placement by audition or completed Dance I) – students may take Ballet as their only dance class (which counts as PE credit), or along with another dance class

**Digital Arts & Media**
- Digital Photography I – Students will be expected to develop an understanding of photography in both industry and creative arts with a focus on creating quality photographs.
- Photo II: Advanced Digitally Created – Students will learn advanced features of Adobe Photoshop to enhance their digital photographs (SM).
- Photo II: Advanced Camera and Equipment – Students will learn advanced digital camera skills including working with the histogram, hand-held meters, raw images, lighting techniques, studio photography and more (SM).
- Multimedia/Animation I – Students create multimedia projects as well as computer and media literacy, history of animation, project management, and Photoshop animation (YR).
- Multimedia/Animation II – Continue developing media production skills.
- Principles of Art, A/V Technology, and Communication – prerequisite of Keyboarding, Graphic Design, Photography, Multimedia/Animation, or Video Game Design; High School Credit – Students will develop an understanding of the various and multifaceted career opportunities in Arts and AV (8th-grade only; YR).

**Orchestra**
- Beginning - Upper strings and lower strings for beginners at all grade levels.
- Sub Non-varsity and Non-varsity - for students with at least one year of playing experience.
- Symphony (Varsity) Orchestra – (placement by audition only)
- Alternative Strings – performing group that plays a mixture of genres (must also be in concert).

**Theatre Arts**
- Beginning Performance – An intro to movement/mime, theatre history, voice/diction, characterization, improvisation, playwriting, and creative ensemble.
- Beginning Technical – Intro to theatrical basics, stage terminology, theatre history, and backstage theatre roles.
- Intermediate – (placement by audition) – continue with development of basic skills, and represent Lamar at the AISD Drama Festival; productions performed for classroom audiences.
- Advanced Theatre Production - (placement by audition) – productions performed for the main stage; represent Lamar at the AISD One Act Play and Drama Festival; will also produce a spring play.
- Recommended: Musical Theatre (prerequisite - one year of either theatre or choir and director’s approval for the other area not taken) – explores the art form of the American musical. All students in the class will work either as cast, crew, or both for the musical production and showcase.

**Visual Arts**
- Beginning - MS Art 1 - An intro to drawing, painting, ceramics, printmaking, screen printing, 2D/3D design, sculpture & found art
- Intermediate - MS Art 2 - Intermediate drawing, painting, ceramics, printmaking, screen printing, 2D/3D design, sculpture and found art
- VADA 6 and VADA 7 – Students may take these courses instead of traditional 6th and 7th art. VADA has two art teachers – one in the art studio and one in the digital lab.
- HS Art I (high school credit) – open to all 8th graders with at least one semester of art experience. High School drawing, painting, ceramics, printmaking, screen printing, 2D/3D design, sculpture and introduction to art history.
## LMSFAA Non-Fine Arts Major Paths for 2019-20:

<table>
<thead>
<tr>
<th>Path 1</th>
<th>Path 2</th>
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<tbody>
<tr>
<td><strong>Computer Science</strong></td>
<td><strong>Computer Science</strong></td>
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<tr>
<td><strong>1.</strong> Intro to Computational Thinking (ICF) – a semester-long course where students learn how to formulate a problem so it can be solved by a computer. Students will use Scratch, HTML (CSS), RobotC, and an intro to Python and Java to create programs and interactive games.</td>
<td><strong>1.</strong> Art 6, Graphic Design, or Digital Photography</td>
</tr>
<tr>
<td><strong>2.</strong> PLTW Computer Science for App Creators AND Innovators and Makers: App Creators - students will develop mobile apps as solutions to authentic problems that they have analyzed. Innovators and Makers - will center on physical computing projects that bring programming out of the virtual environment and into the physical world. Throughout the unit, students will design and develop programmed devices along with the code that brings them to life. These two semester-long courses, when taken together, are a high school credit course.</td>
<td><strong>2.</strong> PLTW Computer Science for App Creators AND Innovators and Makers: App Creators - students will develop mobile apps as solutions to authentic problems that they have analyzed. Innovators and Makers - will center on physical computing projects that bring programming out of the virtual environment and into the physical world. Throughout the unit, students will design and develop programmed devices along with the code that brings them to life. These two semester-long courses, when taken together, are a high school credit course.</td>
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<tr>
<td><strong>3A.</strong> Internet of Things (Fall Semester) – students will learn how computational thinking can be applied in real life. Students will use Python, HTML, Java, and RobotC to develop their own virtual reality website, design apps, build games, and create a computing device.</td>
<td><strong>3A.</strong> Video Game Design I – (prerequisite: ICF, ACIM, Photography, Graphic Design, Teacher Approval) Students gain knowledge and skills in the area of web design, appropriate use of hardware, software, and connectivity technologies. Students explore the programming language HTML used in the design of websites and an introduction to JavaScript.</td>
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<tr>
<td><strong>3B.</strong> Advanced Computer Science (Spring Semester and must be enrolled or have completed Algebra I) – this is a rigorous course using Code.org’s AP computer science course material. It combines the applied coding experience from Year 1 and Year 2 with AP coursework to prepare students for high school’s AP computer science program.</td>
<td><strong>3B.</strong> Video Game Design II (prerequisite: Web Design I) - Students gain advanced knowledge and skills in the area of web design. Students continue exploring and applying the programming language HTML, JavaScript and are introduced to CSS.</td>
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## Engineering (PLTW)

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<thead>
<tr>
<th><strong>Project 1</strong></th>
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<tbody>
<tr>
<td>1. Flight and Space (FS) and Energy and Environment (EE): a yearlong class for half of a high school credit. FS - Students explore the history of flight and space, discover the science behind aeronautics, and explore traveling and living in space. Students then use their knowledge to design, build and test and airfoil. EE – Students explore sustainable solutions to our energy needs and investigate the impact of energy on our lives and the world. They design and model alternative energy sources and evaluate options for reducing energy consumption.</td>
<td>1. Art 6, Graphic Design, or Digital Photography</td>
</tr>
<tr>
<td>2. Design and Modeling (DM) AND Automation and Robotics (AR): a yearlong class for half of a high school credit. DM - Students discover the design process and develop an understanding of the influence of creativity and innovation in their lives. They use design software to create a virtual image of their designs and produce a portfolio of their innovative solutions. AR - Students use the VEX robotics platform to design, build, and program real-world objects as they learn about mechanical systems, energy transfer, machine automation, and computer control systems.</td>
<td><strong>2.</strong> PLTW Computer Science for App Creators AND Innovators and Makers: App Creators - students will develop mobile apps as solutions to authentic problems that they have analyzed. Innovators and Makers - will center on physical computing projects that bring programming out of the virtual environment and into the physical world. Throughout the unit, students will design and develop programmed devices along with the code that brings them to life. These two semester-long courses, when taken together, are a high school credit course.</td>
</tr>
<tr>
<td>3. Magic of Electrons (ME) and Science of Technology (ST): a yearlong class for half of a high school credit. ME - Through hands-on projects, students explore electricity, the behavior and parts of atoms, and sensing devices. They learn basic circuitry design and the impact of electricity around them. ST - Students apply the concepts of physics, chemistry, and nanotechnology to STEM activities and projects, including making ice cream, cleaning up an oil spill, and discovering the properties of nano-materials.</td>
<td><strong>3A.</strong> Video Game Design I – (prerequisite: ICF, ACIM, Photography, Graphic Design, Teacher Approval) Students gain knowledge and skills in the area of web design, appropriate use of hardware, software, and connectivity technologies. Students explore the programming language HTML used in the design of websites and an introduction to JavaScript.</td>
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## LOTE

<table>
<thead>
<tr>
<th><strong>French, Japanese, or Spanish</strong></th>
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<tbody>
<tr>
<td><strong>6th/7th grades – Level IA and Level IB in one of the following languages:</strong> French, Japanese, and/or Spanish. Students can take IA in 6th grade and IB in 7th grade for a full year (Level I) language credit.</td>
</tr>
<tr>
<td><strong>7th/8th grades – Level I and Level II in one of the following languages:</strong> French, Japanese, and/or Spanish. Students begin Level I in 7th or 8th grade.</td>
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## Advanced Science

| **Exploring Animal Science** – a project-based learning experience where students explore the adaptations and behaviors of various land, air, and water animals, culminating in a dissection for each category (rat, pigeon, dogfish). Exploring Astronomy – A project-based learning course where students are introduced to the composition and structure of the universe. Content includes historical astronomy and astronomical instruments, the celestial sphere and the earth as a system in space, the solar system, the universe, galaxies, and stars. Exploring Aquatic Science – Students will explore freshwater and marine ecosystems while investigating current aquatic challenges and potential solutions. | **Spanish for Spanish Speakers I, II, and AP-IV can be taken by DL students or native Spanish Speakers.** |

## Dual Language

<table>
<thead>
<tr>
<th><strong>Spanish for Spanish Speakers I, II, and AP-IV can be taken by DL students or native Spanish Speakers.</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>6th Grade – participants must take Spanish for Spanish Speakers I (high school credit), Pre-AP DL World History</strong></td>
</tr>
<tr>
<td><strong>7th Grade – participants must take Spanish for Spanish Speakers II (high school credit)</strong></td>
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</tbody>
</table>
Make a 6-10 Plan - 6th through 10th Grade
LMSFAA Math Flow Chart

6th Grade

**6th grade on-level Math**
3006.H0000.Y
(students take STAAR 6)

**7th grade Advanced Math**
3016.H0000.Y
(students take STAAR 6)

7th Grade

**7th grade on-level Math**
(students take STAAR 7)

**7th grade Advanced Math**
(students take STAAR 8)

8th Grade

**8th grade on-level Math**
(students take STAAR 8)

**PreAP Algebra I**
(3313.HJ000.Y - high school credit)
(students take Algebra EOC)

**PreAP Algebra I**
(3313.HJ000.Y - high school credit)
(students take Algebra EOC)

**PreAP Geometry**
(3413.HJ000.Y - high school credit)
(students take STAAR 8)
Make a 6-10 Plan - 6\(^{th}\) through 10\(^{th}\) Grade

How to choose your ELA, Science and Social Studies pathway:

You may enroll in Pre-AP ELA, Science and Social Studies if you are reading above grade level or scored on the most recent STAAR Reading test at "Meets" or "Mastered" AND consistently made A's and B's or better for all courses on last year’s report card and the first semester of this year’s report card. Note, students with IEP's will be placed in the appropriate class.
Make a 6-10 Plan - 6th through 10th Grade

Identify your Writing pathway:

There is a strong correlation between performance in academic classes (especially college classes) and writing skills. LMSFAA offers a robust enrichment writing program for all writers.

Our creative writing major develops the creative writer within you.

The high school technical writing course develops your academic writing skills to better prepare you for AP, IB, and magnet high school programs. These courses may only be taken in 7th and 8th grades.
Make a 6-10 Plan - 6th through 10th Grade

Languages Other Than English (LOTE) - Now or Later

Students must earn 2 high school credits in the same foreign language in order to graduate from high school. You may earn up to 3 high school LOTE credits at LMSFAA. We offer three ways to earn LOTE credits:

► 1A/B LOTE courses in Spanish, Japanese, and French allow you to earn half a credit per year while including time to do homework (1A for 6th, 7th, 8th graders; 1B for 7th and 8th, only)

► Level I and II courses for non-native speakers in Spanish, Japanese, and French - each course is a full credit (7th and 8th graders, only)

► Level I, II, and AP-IV Spanish for Spanish Speakers - each course is a full credit (available to all grade levels)
**Make a 6-10 Plan - 6th through 10th Grade**

### 3-year Plan (6th grade)

Complete the 3-year plan and use it to select your courses on the choice sheet

#### 6th Grade Required Year-long Courses (circle your choices)

<table>
<thead>
<tr>
<th>Language Arts</th>
<th>PreAP On-level</th>
<th>Math</th>
<th>Advanced On-level</th>
<th>Science</th>
<th>PreAP On-level</th>
<th>World Cultures</th>
<th>PreAP On-level</th>
<th>Physical Education or Dance</th>
</tr>
</thead>
</table>

#### 6th Grade Elective Courses (fill each semester field with the name of the course - remember that YR spans Fall and Spring)

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
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</thead>
</table>
# Make a 6-10 Plan - 6th through 10th Grade

## 3-year Plan (7th grade)

Complete the 3-year plan and use it to select your courses on the choice sheet

### 7th Grade Required Courses (circle your choices)

<table>
<thead>
<tr>
<th>Language Arts</th>
<th>PreAP On-level</th>
<th>Math On-level</th>
<th>Advanced On-level</th>
<th>Science On-level</th>
<th>PreAP On-level</th>
<th>Texas History On-level</th>
<th>PreAP On-level</th>
<th>PE (SM) AND another semester elective:</th>
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<td><strong>OR</strong> Dance (YR)</td>
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</table>

### 7th Grade Elective Courses (fill each semester field with the name of the course - remember that YR spans Fall and Spring)

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<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<th>Spring Semester</th>
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</table>

## 3-year Plan (8th grade)

Complete the 3-year plan and use it to select your courses on the choice sheet

### 8th Grade Required Courses (circle your choices)

<table>
<thead>
<tr>
<th>Language Arts</th>
<th>PreAP On-level</th>
<th>Math On-level</th>
<th>Advanced On-level</th>
<th>Science On-level</th>
<th>PreAP On-level</th>
<th>United States History On-level</th>
<th>PreAP On-level</th>
<th>PE (SM) AND another semester elective:</th>
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<td></td>
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<td></td>
<td></td>
<td><strong>OR</strong> Dance (YR)</td>
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</table>

### 8th Grade Elective Courses (fill each semester field with the name of the course - remember that YR spans Fall and Spring)

<table>
<thead>
<tr>
<th>Fall Semester</th>
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</table>
Make a 6-10 Plan - 6<sup>th</sup> through 10<sup>th</sup> Grade

9<sup>th</sup> and 10<sup>th</sup> grades - Important things to know about AISD high school design:

- High school courses taken in middle school may be dropped before completion so the grade and credit are not added to the student’s high school transcript. See your counselor to drop the course.

- AISD’s Secondary School Information Guide ([https://sites.google.com/a/austinisd.org/ssig/home](https://sites.google.com/a/austinisd.org/ssig/home)) provides information to help you be successful middle and high school.

- High school class rank shall be determined by the weighted GPA of the following courses that satisfy graduation requirements: ELA courses, Math courses, Science courses, Social Studies courses, and the highest two credits of LOTE courses.

- Algebra I taken in high school requires the student also take a math-support class in place of an elective.

- Level 3 and above LOTE courses are weighted on a 5.0 scale. Students interested in advanced LOTE courses (level 3 and higher) should take levels I and II in middle school.

- AISD’s partnership with ACC and UT allows students to take college courses in high school. Students must take the TSI (Texas Success Initiative) exam to determine the appropriate level of college course work. Students may take the TSI after the 8<sup>th</sup> grade.
Now you are ready to complete your choice sheet

1. Use a pencil.

2. Complete the header. Use your proper name (no nicknames). If you have an AISD choice sheet header sticker then please use it.

3. Follow the instructions on the choice sheet to indicate your choices.

4. Since there is about a 5-10% chance that you will not get all of your first choices for electives, number up to 6 of your choices in order of preference. YOU WILL MOST LIKELY GET YOUR FIRST CHOICES.

5. Students that do not pass the STAAR exam will be placed in on-level core classes and be given a remedial class in reading, math or both in place of an elective course.

6. Sign the bottom. Date it.

7. Take a photo of it or copy it for your records.

8. Submit it no later than the deadline.
See you next school year