

December 2015

Dear Parents/Guardians:

As we approach mid-year, believe it or not it's already time for us to begin planning for the coming 2016-17 school year! Again this January, Suffield High School will use an online process for recording student course requests for the next school year. All students currently in grades 9-11 will receive specific instructions for choosing courses for the coming year in their Advisory class on Tuesday, January 12th. A copy of those instructions is printed on the back of this letter for your information. Students will log onto the "student portal" in our Power School program and make their course requests over a two week time period, 1/12/16 – 1/26/16. Upon logging onto the course request page, students will see the various options available to them for next year in all subject areas, based on the course recommendations of their current teachers. **All students in Grades 9-11 must submit their course requests in Power School and have their parent/guardian sign a printed copy of those requests which must be returned to their Advisory Teacher by the Tuesday, January 26th deadline.** Counselors will meet with all students individually, beginning with next year's seniors in March and ending with current 8th graders in May, to verify schedules and ensure that graduation requirements are provided for, etc.

We encourage all students and parents to contact their counselor or current teachers for assistance if they have any questions about the most appropriate choices for next year. In addition, we always encourage students to seek out the most challenging courses available to them and in which they have the best chance to learn and succeed. Prospective colleges always prefer to see students enrolled in a schedule of courses that is strong in the core subject areas; above and beyond the minimum high school graduation requirements. It is very important that students spend quality time considering their options at this stage of the process so that they make the wisest choices, as it may not be possible for them to change those choices later. **Parents are also able to log onto their student's course request page through the "parent portal" in Power School to view your son/daughter's course request options for next year and we strongly encourage you to do so!**

We look forward to assisting students and parents in making the best possible course choices for the coming year and we hope that you'll contact us with any questions you may have. Happy Holidays to all!

Sincerely,

Ned Sullivan
School Counseling Department Coordinator

PowerSchool 2016-17 Course Request Instructions for current 9th – 11th Grade SHS Students

When you are ready to enter your online course requests for next year,
Follow these instructions to access your Student Portal:

- Go to the following link: <http://powerschool.suffield.org/public>. This shortcut is also in your favorites when you login to your Chromebook.
- At the log-in screen, enter the same User ID and Password you use to login to your PowerSchool portal. (If you have problems logging in, please contact the main office) Click the ***Class Registration*** icon in the Navigation Bar on the left-hand side of the screen. This Class Registration Icon will appear throughout the online course selection process (1/12 – 1/26), therefore **you must enter your requests by 1/26/16!**
- To select your courses, click the ***Pencil Icon*** for each required or elective subject area. Select the appropriate course from the menu in each box where necessary. If your course choice does not have a selection box, please check to see if you meet the prerequisite(s) and have the recommendation of your current teacher for that course, or discuss with your counselor.
- Make sure that you select all of the required courses and at least the minimum number of total credits required (6.0). Be sure to click the ***SUBMIT*** button in the top right-hand corner of the screen once you've finalized your requests. When you click ***SUBMIT*** you'll see all of your requests listed on the screen.
- Once you've submitted all of your requests, you'll need to **PRINT OUT YOUR COURSE REQUEST PAGE AND HAVE YOUR PARENT SIGN IT, THEN RETURN IT TO YOUR ADVISORY TEACHER BY 1/26** to verify that you have completed the process. To do this just click on the printer icon at the top right corner of the request screen.
- **IF YOU DO NOT REQUEST COURSES FOR NEXT YEAR BY THE 1/26 DEADLINE, YOUR COUNSELOR WILL BE FORCED TO CHOOSE FOR YOU AND YOU WILL NOT BE ABLE TO SELECT DIFFERENT ELECTIVE COURSES LATER!** ☹
- Individual meetings to verify schedules for next year with Counselors will begin in March and continue through May (seniors first and so on).