

APRIL 1st and 2nd - KHS COURSE REQUEST DAYS **FOR STUDENTS IN GRADES 9-11**

Dear Students,

We wish we had been able to see you in person for Course Request Days. Since that was not possible, you must complete the entire process online in your PowerSchool account. It takes many months and a lot of work to build the KHS master schedule and all the individual student schedules that run within it. The first step of the process is collecting Course Requests from all students, including you!

Your completion of this task on April 1st and/or April 2nd is REQUIRED.

Before getting started, DO YOU...

-Have your PowerSchool log-in? Contact Mrs. Loomis at nloomis@killinglyschools.org if you need it.

-Have your Naviance log-in and Academic Planner? <https://student.naviance.com/killingly>

Your username is your KHS email address. If you can't remember your password, use the Forgot Password option, which will send a temporary password to your KHS email.

Once logged in, Click "Courses New" —> "Manage Course Plans." You should be able to see your most recent planner there. Contact your school counselor for assistance if needed.

-Know about the requirements for Career Pathways you are working on or starting?

Review the pathways and their requirements to see what classes you can/should take next year:

[Career Pathways](#) Scroll down to the Pathways Map. Each Pathway name is clickable and leads you to the requirements.

-Have access to the Program of Studies online? [Click Here](#)

The Program of Studies has all the info you need about courses—what they cover, how much credit they are worth, and if they have any prerequisites. **USE THIS DOCUMENT!** It is very helpful in answering most of the typical questions that you may have about courses.

OK, HERE WE GO!

STEP 1 - LOG INTO POWERSCHOOL AND CLICK CLASS REGISTRATION

Log into your PowerSchool account at www.powerschool.killinglyschools.org

Trouble logging in? E-mail Mrs. Loomis at nloomis@killinglyschools.org

The screenshot shows the PowerSchool SIS website interface. The top navigation bar includes links for Apple, iCloud, Yahoo, Bing, Google, Wikipedia, Facebook, Twitter, LinkedIn, The Weather Channel, Yelp, and TripAdvisor. The main header displays "PowerSchool SIS" and a "Welcome" message with a login field and "Help" and "Sign Out" links. The left sidebar contains a "Navigation" menu with options: Grades and Attendance, Grade History, Attendance History, Teacher Comments, School Bulletin, Class Registration (highlighted with a red arrow), My Schedule, School Information, and District Code NJTL. The main content area is titled "Grades and Attendance:" and features a "Grades and Attendance" tab. Below this, there are two tables: "Attendance By Class" and "Attendance By Day". The "Attendance By Class" table has columns for Exp, Last Week, This Week, Course, Q1, Q2, E1, S1, Q3, Q4, E2, S2, Y1, Absences, and Tardies. The "Attendance By Day" table has columns for Last Week, This Week, Absences, and Tardies. A "Legend" section at the bottom provides a key for attendance codes, such as "Present", "Absent Unexcused", "Absent Excused", etc. The footer notes that the user is in a new tab behind the current one.

STEP 2 - CORE SUBJECT COURSES

Your current core class teachers (Math, Science, English, Social Studies) have set recommendations for appropriate levels for those subjects (Honors, College/Career Readiness, or General). **Now, you will add those core courses to your requests. Click the pencil icon for each subject.**

Teacher Comments

School Bulletin

Class Registration

My Calendars

School Information

Grade 10 English Requirement

You are required to enroll in one (1) English course. Use the pop-up menu to make your selection from the list of available courses.

Number of requests to generate : 1

Grade 10 Math Requirement

You are required to enroll in one (1) Math course. Use the pop-up menu to make your selection from the list of available courses.

Number of requests to generate : 1

Grade 10 Science Requirement

You are required to enroll in one (1) Science course. Use the pop-up menu to make your selection from the list of available courses.

Number of requests to generate : 1

Grade 10 Social Studies Requirement

You are required to enroll in one (1) Social Studies course. Use the pop-up menu to make your selection from the list of available courses.

Number of requests to generate : 1

Grade 10 PE/Health

You may select one (1) or more PE/Health course. Use the pop-up menu to make your selection from the list of available courses. If you did not take PE 1/Health in Grade 9, you must do so in Grade 10.

Number of requests to generate : 1

Grade 10 Computer Requirement

Please be aware that Computer Literacy is a graduation requirement. Please add Computer Literacy by choosing it below.

Number of requests to generate : 1

Grade 10 World Languages Requirement

EXAMPLE: Notice that the recommended option for English is in **BOLD**. Click the checkbox and then click Okay.

Teacher Comments

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Grade 10 English Requirement

You are required to enroll in one (1) English course. Use the pop-up menu to make your selection from the list of available courses.

Number of requests to generate : 1

Grade 10 Math Requirement

You are required to enroll in one (1) Math course. Use the pop-up menu to make your selection from the list of available courses.

Number of requests to generate : 1

Grade 10 English Requirement

Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
AM STDY ENGLISH 10 CP	ENGCP1 026		1	recommend	Prerequisites have not been met
ENGLISH 1 COLL/CAR READ CP	ENGCP1 012		1	recommend	Prerequisites have not been met
ENGLISH 2 CP	ENGCP1 022		1	recommend	Prerequisites have not been met
ENGLISH 2 GN	ENOGN1 024		1	recommend	Prerequisites have not been met
<input checked="" type="checkbox"/> ENGLISH 2 HN	ENHGN1 020		1	recommend	Recommended Annice Rockwell

<< first < prev 1 next > last >>

! You may select 1 course. You have selected 0 course(s).

Cancel Okay

Grade 10 Computer Requirement

Please be aware that Computer Literacy is a graduation requirement. Please add Computer Literacy by choosing it below.

Number of requests to generate : 1

Grade 10 World Languages Requirement

Continue choosing other graduation requirements like PE, Health, Computer Literacy AS NEEDED.

STEP 3 - ELECTIVES AND BACKUP ELECTIVES

You are almost done!

This is where you choose the rest of your 7.0 credits, plus backup options. Be sure to review the [Career Pathways](#) and our [Program of Studies](#).

Click the check boxes next to your desired electives. Keep in mind there are multiple pages to choose from. You need to choose at least 7.0 total credits when you add up ALL the courses you request today. You can choose more than 7.0 total credits if you are taking band AND choir, or if you are taking Marching Band or AP classes. Then click Okay.

Repeat the same process for the Backup Electives section.

For the first time this year we also require you to enter elective choices in the “Backup Elective Choices” section. These choices should be DIFFERENT than your previous elective requests. Requesting the same electives in both places will not improve your chances of getting a course.

Class Registration

View the program menu to make your selection from the list of available courses. If you did not take PE 1:Health in Grade 9, you must do so in Grade 10.

Number of requests to generate : 1

Grade 10 Computer Requirement COMP LIT/CRY CP
Please be aware that Computer Literacy is a graduation requirement. Please add Computer Literacy by choosing it below.
Number of requests to generate : 1

Grade 10 World Language Requirement FRENCH 2 HN
Please be aware that at least 1.0 credit of World Language is a graduation requirement. Please consider adding any World Language below.
Number of requests to generate : 1

Grade 10 Elective Requirement Click the edit button to request a course =>
Please choose from the following list of electives. Choose enough courses so that your total number of credits equals eight (8).
Number of requests to generate : 1

Backup Elective Choices Click the edit button to request a course =>
Choose at least 2 courses that you DID NOT CHOOSE ALREADY, to take if you cannot get into your other choices.
Number of requests to generate : 1

Additional Requests Click the edit button to request a course =>
Requests that are currently not associated with any requirement group.
Requires between 7 and 8 credit hours.
Requesting 6.5 credit hours.
Requesting 0 additional credit hours.

Submit

Step 4 - SUBMIT

Double check your selections, then CLICK SUBMIT!

Your final screen should look something like this:

PowerSchool SIS

Welcome, Help | Sign Out

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Teacher Comments
- School Bulletin
- Class Registration
- My Schedule
- School Information

District Code: NJTL

Download on the App Store

GET IT ON Google play

2020-2021 Course Requests:

Crs Num	Course	Type	Cr Hrs	Prerequisite Notes
1. ENGN1010	ENGLISH 1 HN	Required	1.00	recommend
2. MTHN1141	ALGEBRA 2 PART 1 HN	Required	1.00	Recommend
3. MTHN1143	ALGEBRA 2 PART 2 HN	Required	0.50	Recommend
4. PEHN1960	HEALTH 1 GN	Required	0.50	
5. SCNN1310	SCIENCE HN	Required	1.00	recommend
6. SOCHN1214	WORLD HISTORY HN	Required	1.00	recommend
7. MUSCP1732	SYMPHONIC WINDS CP	Elective	1.00	
8. WLGP1410	SPANISH 1 CP	Elective	1.00	
Total Credit Hours Requested			7.00	
1. ENGCP1062	CREATIVE WRITING CP	Alternate	0.50	
2. MUSGN1710	BEGINNER GUITAR GN	Alternate	0.50	
Total Alternate Hours Requested			1.00	

That's it!

-If you have questions about course level recommendations, contact your current teacher(s) now. They follow guidelines when recommending course levels and can respond to questions you or your parent may have.

-If for some reason you could not successfully submit your requests, email your school counselor or Mrs. Ney at dney@killinglyschools.org immediately for assistance!

THANK YOU FOR YOUR PARTICIPATION!!! SEE YOU IN THE FALL!