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 nlog-inguillinglyschools.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: <u>Career Pathways</u> 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 <u>www.powerschool.killinglyschools.org</u> **Trouble logging in?** E-mail Mrs. Loomis at <u>nloomis@killinglyschools.org</u>

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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.

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		Class Registration View course requests	
Teacher			
Comments	Grade 10 English Requirement	Click the edit button to request a course =>	
School Bulletin	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.		
Class Registration	Number of requests to generate : 1		
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My Calendars	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.		
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	Grade 10 Science Requirement	Click the edit button to request a course interval and the second s	2
	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.		
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	Grade 10 Social Studies Requirement	Click the edit button to request a course =>	2 🗸
	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	Click the edit button to request a course ⇒	2 🗸
	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	Click the edit button to request a course 🔿	2 🗸
	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 I annuane Benuirement	Click the edit button to request a course =>	i 🖉 🧹

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

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		ENGLISH 2 CP	ENGCP1 022		1	recommend	Prerequisites have not been met	2 🗸			
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	You may select 1 course. You have selected 0 course(s). Cancel Okay										
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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 <u>Career</u> 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 that 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.

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Backup Elective Choices Click the edit button to request a course	n these two categories are NOT the • choices in both will not help your ng into a particular class.
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Requires between 7 and 8 credit hours. Requesting 6.5 credit hours. Requesting 6 additional credit hours.	

Step 4 - SUBMIT

Double check your selections, then CLICK SUBMIT!

Your final screen should look something like this:

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Comments	3. MTHHN1143	ALGEBRA 2 PART 2 HN		Required		0.50 Recommend	
School Bulletin	4. PEHGN1960	HEALTH 1 GN		Required		0.50	
	5. SCIHN1310	SCIENCE HN		Required		1.00 recommend	
Class Registration	6. SOCHN1214	WORLD HISTORY HN		Required		1.00 recommend	
A Registration	7. MUSCP1732	SYMPHONIC WINDS CP		Elective		1.00	
My Schedule	8. WLGCP1410	SPANISH 1 CP		Elective		1.00	
- Cohool	Total Credit Hours Requested				7.00		
School	1. ENGCP1062	CREATIVE WRITING CP		Alternate		0.50	
	2. MUSGN1710	BEGINNER GUITAR GN		Alternate		0.50	
District Code	Total Alternate Hours Reques	od			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 <u>dney@killinglyschools.org</u> immediately for assistance!

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