



March 10, 2017

Dear Parents and Students:

This week we enter the “Online Course Registration” phase of the scheduling process. During this phase, students and parents will make their final decisions regarding courses for next year. This year we will continue to use *PlusPortal* for course registration. There have been some minor updates to the online process, so please be sure to read all instructions carefully and pay close attention to deadlines.

Students have already made initial course requests using their *Schedule Planning Worksheets*. The information on those worksheets was shared among guidance counselors and department chairs. Over the last several weeks, department members attended meetings and used the information gathered from the worksheets to make course recommendations for every student. These recommendations were recorded in *PlusPortal* and will be used by you during the final registration process.

Starting at ***6:00 PM on Friday, March 10th***, *PlusPortal* will open for course registration. Students must login to *PlusPortal*, review the course recommendations that have been made for them, and make their final course requests. If there is a concern that there is an *error* in the course recommendations, please email the Department Chair for that curricular area. Examples of an error would be: a missing course, an extra course, or the wrong course is recommended (English II instead of English III, or Art instead of Music). Due to the nature of the scheduling process, it is vital that any questions be addressed to the Department Chair in an email. This allows documentation of questions and responses and is the most efficient and timely method for the Chair. *Please note that a difference in level placement is not considered an error.* If you feel the level placement is not appropriate, you should use *PlusPortal* to request the desired level of the course. This will highlight as a “mismatch” between the recommendations and the requests. The department chairs and guidance will review all mismatches within about two weeks and you will hear from the school regarding how the mismatch was resolved.

PlusPortal will close for course registration at ***2:30 PM on Friday, March 17th***. If a student fails to register by that time, the courses recommended by the school will be forwarded on through the scheduling process. There will be no opportunity for further review if this occurs. Please be sure to allow time to ensure that you can complete the process and ask any necessary questions. Waiting to start this process at the end of the week is not advised.

Please note the following important items:

- Parent and student accounts have same level of access to the Course Request Form. Work completed/saved/submitted by one account is reflected in the other account.
- Use the SAVE button frequently to ensure your work is not lost.
- Only use the SUBMIT button once. As soon as the form is submitted by one of the accounts, it is no longer available to work on in EITHER account.
- The detailed instructions were written for laptop/desktop computer use. These processes may be completed with an iPad, but the screen will look slightly different.

There are several resources available on our website to assist you with this final registration process. The *2017-18 Shamrock Studies* course catalog is available on the “Academics” page of the school website. Detailed instructions for using the *PlusPortal* course request module are attached to this email and available on the school website.

If you have any questions regarding the course selection process, please do not hesitate to call the Academic Office.

Sincerely,

Ann Perry

Vice Principal of Academics