

February 2012

Parents,


Believe it or not your child's journey to high school is just around the corner and it is time to start working on freshmen scheduling! You and your student will have the opportunity in the PowerSchool Parent Portal to select elective classes online for the 2012-2013 school year.

**Monday, February 6th from 6:30-8:00 p.m.** Parent Night will be held at Portage High School in the East Auditorium. Parent Night will provide lots of important information about scheduling. At this meeting there will be a presentation about what to expect at the high school and an explanation of the scheduling process. There will also be representatives available from various departments to answer any questions that you may have about our programs. We plan to have a computer lab available after the presentation to assist parents who want to start scheduling right away or may not have computer access elsewhere.

**Please plan to attend and feel free to bring along your soon to be high school student.** In the meantime, please visit our webpage and look over the classes that we offer our 9th grade students. We look forward to working with both you and your student and seeing you Monday evening.

Sincerely,

Mrs. McGinty  
Freshmen Counselor

*For online scheduling in the PowerSchool Parent Portal, navigate to any of the Portage Townships School WebPages and click on the GRADES link. Log in with the username and password that you use to check your student's grades. On the left side of the page, you will find the Class Registration Link. Click on the link and follow the directions to request Elective Classes for your student. The following is an example of the online scheduling pages that you will see in the PowerSchool Parent Portal. You will click on the  in each category to view the choices of classes. Make a selection by checking the appropriate box or boxes and clicking okay at the bottom of the page. If you change your mind about a class you can go back and uncheck the box and click okay again. I have listed the classes that you will see in each section on this page for reference. You will also see prerequisites and a brief description of each class online.*

*\*If you do not have your log in username and password contact your student's middle school for this information.*

**PowerSchool Parent Portal Direction:**

Please select a computer class from the first box and 6 Elective Credits from the remaining Elective screens. The Elective Credits can be from many different combinations of Full Year and 1 Semester classes. You may view the classes and make your selections by first clicking on the pencil and then checking the appropriate box or boxes for the classes that you choose. Additionally, select 6 Alternate Elective Credits from the two Alternate Elective boxes, as backup classes in the event your first choices are unavailable.

**The school will enter your English, Math, Science, & Physical Education classes at a later date.**


**COMPUTER (1 CREDIT)**

Please choose a computer class according to your skill level. If you took keyboarding in the 6<sup>th</sup>, 7<sup>th</sup>, or 8<sup>th</sup> grade, choose Computer Applications; otherwise choose Digital Communication Tools.

 4526C Digital Communication Tools 1  
4530C Computer Applications


**FULL YEAR ELECTIVES- (2 CREDITS) \***

Full Year Electives are two credits each and are for the whole year. Please check the A (Semester1) and B (Semester 2) boxes for each class.

 4000A Intro. To 2D Art & 4002B Intro. To 3D Art  
1080A Journalism & 1080B Journalism  
0516A Jr. Reserve Officer Training & 0516B JROTC  
1570AF Geography/History of the World & 1570BF Geo. & His.  
5644AIED Intro to Engineering Design & 5644BIED IED  
4186A Int. Concert Chorus & 4186B Int. Concert Chorus


**WORLD LANGUAGE-FULL YEAR (2 CREDITS)\***

Students must have a grade of B or above in 8th grade English to study a World Language in the 9th grade. Please check both the A (Semester 1) and B (Semester 2) sections of the same class. You may only be enrolled in ONE World Language per school year.

 2020A French I & 2020B French I  
2040A German I & 2040B German I  
2080A Latin I & 2080B Latin I  
2120A Spanish I & 2120B Spanish I


**MUSIC (INSTRUMENTAL)- FULL YEAR (2 CREDITS)\***

Students must currently play in the band, orchestra, or have the music teacher's recommendation to register for these classes. If the music director recommends an advanced class, the adjustment will be made to the schedule by the school. Please check both the A (Semester 1) and the B (Semester 2) sections for each class.

 4160A Beginning Concert Band & 4160B Beg. Concert Band  
4166A Beginning Orchestra & 4166B Beginning Orchestra

**1 SEMESTER ELECTIVES- (1 CREDIT)\***

You may choose up to 6 electives from this page or a combination of full year electives (2 credits) and semester electives (1 credit). The total number of electives from both groups must add up to 6 credits. Since the classes in this group are only 1 semester, select an even number (2, 4, or 6) of classes.

 4060C Drawing I	4060C2 Drawing II
4518CFS Business Found.	4530C Beg. Computer Ap.
4516C Desktop Publishing	4634C Computer Program
4242C Theatre Arts (Acting)	1076C Speech
5364C Interpersonal Relations	5380C Fashion Text
5380C2 Fashion Text 2	5342C Nutrition/Wellness
5340C Adv. Nut./Wellness	5363C Child Development
5366C Human Develop.	0601C Student Resource
4208C Music Theory I	4208C2 Music Theory II
4206C Music Appreciation	4202C Electronic Music
4204C Piano/Electric Key I	4204C2 Piano/Elec. Key II
4800C Comp. in Design I	4786C Transportation Sys.
4784C Manufacturing Systems	4782C Construction Sys.
4780C Communication Systems	

**ALTERNATE ELECTIVES-FULL YEAR (2 CREDITS) & ALT. 1 SEMESTER Electives- (1CREDIT)**

Please select several Alternate Electives (extra classes). In the event that your first choices are not available, we need to know what other classes you are interested in taking. Please do NOT select any classes that you already selected on another screen. These are backup classes. For full year classes check both the A (Semester 1) and B (Semester 2) sections for each class.

\*The classes that are listed on these two screens are the classes that are already listed above.

*When finished please make sure that you have 1 Computer class from the first box, 6 Elective credits, and 6 Alternate Elective credits selected. Click Submit at the bottom of the page. You may see your requests by clicking on the View Course Requests link at the top of the page. It should also show that you have 7 credits requested at the bottom of the page.*

After clicking the **Submit** button if you see a **Request Submission Failed** window; there are errors in your class selections. This window will list the errors that must be corrected. For example, it might show: *Prerequisites not met for 'H4204C2'*. You would then look for the class that you chose with the same class number (**4204C2** Piano/Elec Key II). The Prerequisite for this class requires you to take 4204C Piano/Electric Key I first. You would then need to either select Piano/Electric I or unselect Piano/Electric II.