Directions for Submission of Course Requests in PowerSchool

You may access the Program of Studies book for 2013–2014 on our website located at: www.clearviewregional.edu. It is located on the right-hand column of the main district website. The course descriptions will be located in this book.

Students and parents will be able to input their course requests in PowerSchool. This feature will be available in PowerSchool for students and parents from January 10th through January 21st, 2013.

- Go to www.clearviewregional.edu, click on “Access Your Child’s Grades” (located in the right-hand column of the District Home page);
- Log-in using your personal user name and password. Parents may log-in using their already assigned user name and password;
- Click on Recommended Courses to view teacher course recommendations;
- Click on Class Registration; the courses recommended by this years’ teachers automatically appear;
- Click on the pencil icon (next to the green check mark on the right hand side of the screen);
- The courses available in that area, will appear in a pop-up window;
- To select a course, click on the box to the left of the course name;
- Click on submit;
- After clicking submit – all courses will appear;
- Click on log-out when finished.

If a parent/student makes a course request for a level that is not recommended by the teacher, a Course Waiver will need to be completed by the student, parent, counselor and Department Coordinator during scheduling. Counselors will be conducting individual student appointments for course selection from mid-January through early March.

Course Changes:

No elective course changes may be made after June 1, 2013.

Dropping down a course level: Students may make a request to drop down an instructional level (for example: from Honors to College Prep) at the end of the first marking period. After the first marking period, a meeting will be held with the student/parent/teacher/school counselor and Instructional Supervisor to assess the request and make a decision in the academic best interest of the student.

Moving up a course level: A student will need to present this request to the school counselor within the first two weeks of school.

Dropping a Non-Required Class for Study Hall: A student may not drop a class that is required for graduation. A student may drop a non-required course, without penalty, in the first marking period. A student may drop a non-required course in the second and third marking periods, but the drop will be recorded on the Official Transcript as a “WP” (Withdrawal Pass) or “WF” (Withdrawal Fail), depending on the course average. Students will not be allowed to drop a class during the fourth marking period unless initiated by an Administrator.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirement</th>
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</thead>
<tbody>
<tr>
<td>4 years of English</td>
<td>3 years of Science</td>
</tr>
<tr>
<td>4 years of PE/Health</td>
<td>1 year of World Language</td>
</tr>
<tr>
<td>1 year of World History</td>
<td>1 year Visual &amp; Performing Arts</td>
</tr>
<tr>
<td>2 years of US History</td>
<td>1 year of Career and Tech Education</td>
</tr>
<tr>
<td>3 years of Math</td>
<td>Financial Literacy Course</td>
</tr>
</tbody>
</table>

Dated: 01/07/2013