

## Class of 2021 – 10<sup>th</sup> Grade Talking Points for Junior Year Student Information

1. Review Transcripts
  - a. Check for required classes failed. Make a plan!
  - b. Credits earned.
  - c. Grade points/rankings.
2. Review Graduation Requirements
  - a. You must earn 19 required credits and 7 elective credits.
  - b. Remember, you must pass your required classes to graduate.
  - c. Three ways to make up failures of required classes:
    - ✓ Testing out.
    - ✓ Repeating class.
    - ✓ On-line classes.
3. 10 Minute Program of Studies
  - a. Go to [www.portageps.org](http://www.portageps.org). Use the search window for *Program of Studies*. Make sure you pick the 2018-2019 school year.
  - b. Contact your counselor by e-mail for questions.

You will need to register for 7 credits of classes. Fill in your required classes first, including classes you may have failed. Be sure to pick classes that sound interesting to you. Pick classes in Skyward.

4. International Baccalaureate (IB) Diploma: **This is open to all students.** If you have specific questions, contact your counselor or Mr. Lancaster by e-mail at [elancaster@portageps.org](mailto:elancaster@portageps.org)
5. Electives that take Applications

(You must fill out an application for these classes. They are considered alternatives. All applications are due March 1, 2019 in the Counseling Office. Check the Counseling/Scheduling tab on the PCHS website for applications.)

### Yearbook

- a. Contact Mrs. Honeysett by e-mail if you have any questions. She may be reached by e-mail at [ehoneysett@portageps.org](mailto:ehoneysett@portageps.org).
- b. Please put this class down as an alternative.

### Co-op

- a. You must have successfully completed at least one semester of an EFE related class in order to enroll in co-op.
- b. Do **NOT** count co-op as part of the 7 credits. You may put this down as an alternative.
- c. You will be told by PPS email, if you have been selected for this class.

### American Sign Language

- a. Sign up in the Counseling Office.
- b. Space is limited.
- c. You will be told by PPS email, if you have been selected for the class.
- d. Put this class down as an alternative.

### Student Council

- a. Near the end of the year, we run our first round of elections for Student Council Officers.
- b. You may campaign for your chosen position.

- c. There will be a vote, through reporting rooms, by the student body.
  - d. After that, sometime in late May, we run Student Council Representative Elections, again, with voting done by reporting room.
- EFE and EFA** – See your counselor for details. Put these in the alternative area.
6. **Course Listing Sheet**
- a. Alphabetical by department.
  - b. Course descriptions are in your Program of Studies.
  - c. Talk to your current teachers for questions about sign ups.
7. **Using Skyward**
- a. Log in to your Skyward account.
  - b. Use the schedule tab on the left.
  - c. Go to “Course Requests” on the top of the screen.
  - d. Click on “View Course Requests.”
  - e. On the left hand side of the screen will be the list of courses you may pick, which are listed by department.
  - f. You can scroll through the list or use the search box at the bottom of the course catalog. The courses recommended, by your teacher, have an asterisk\*.
  - g. On the right hand side of the screen is the window that shows the courses you are requesting.
  - h. Using the add button in the middle, add classes to your course request window.
  - i. If you make a mistake in adding a class, use the remove button.
  - j. Using your course request contract, pick the classes you will take for senior year. You will need to request 7 credits. The total of credits requested will be in the top right hand corner of our course request window. (See NOTE below.)
  - k. The teachers have made recommendations. Those teacher recommended courses have an asterisk\* beside them. You must take the core recommended class, unless you bring in a parent signed course request contract that states a different level from what the teacher recommended. We will follow the parent signature, if it is different than the teacher recommendation.
  - l. Next, be sure to fill in the alternate requests. This “Request Alternates” tab is on the top of the screen, next to “Request Courses.”
  - m. You will need to put in all three alternates. Remember, the alternates are in order of priority. Be sure to put your first choice first. We will use these alternates if needed.

NOTE: If you want a semester class for the full year, your counselor will add this in for you. For example, one class that many students take all year is weightlifting. You can add in the weightlifting class one time. If you want that class a second time, the counselor will add that in for you. Be sure to list the class two times on the course request contract.

## **Scheduling Forms for the 2019-2020 School Year\*\***

### **February 19-February 21, 2019**

### **Parent and Student Instructions**

#### Course Request Contract Form Information

- a. Be sure to fill in your requests as directed.
  - ✓ Classes with course numbers are open.
  - ✓ Classes with **APPL** need an application.
  - ✓ Classes with **TR** need a teacher recommendation.
  - ✓ Classes with an asterisk (\*) are .5 credit, or half a year.
  - ✓ All other classes are 1 credit, unless marked otherwise.

- b. Your teachers and parents will also give you feedback.
  - ✓ A parent signature overrides a teacher recommendation.
  - ✓ No parent signature means that the teacher recommendation applies.
- c. Be sure to make up any failed requirements for graduation. (See transcript.)
- d. For college bound students, be sure to include at least 4 credits of coursework in English, math, social studies, science and/or world language.
- e. There will be very few schedule changes at the beginning of the 2019-2020 school year; please choose your courses wisely.
- f. If you do not write down what you want, your courses will be completed by the computer or by the counselor.

#### Course Request Contract Instructions

1. On the left side of the page, fill in all of the personal information.
2. Look at the column on the right of the sheet that is for you to complete. Circle the course numbers and titles you plan to select.
3. If there is not a course name or course number, fill in the course number and name in the blank spaces provided on the sheet.
4. Remember that you must sign up for 7 credits. These courses are your selections for Portage Central High School in the 2018-2019 school year. You must also select alternative courses, in case there is a conflict with times of your classes. We need flexibility. If you do not pick alternative classes, the computer or your counselor will do this for you.

**\*\*You will be sent to the Community Room from your English classes on the following days:  
Tuesday, February 19, 2016, Mrs. T Mills' and Mr. Baas' classes.**

**Wednesday, February 20, 201 –Mr. Phillip's' classes.**

**Thursday, February 21, Ms. Bowen's and Mrs. J. Mills' classes.**

**Be sure to fill out your form and get a parent signature.  
Turn in the form to your counselor when you are called down.**