



**Clearview Regional High School Guidance Office**  
625 Breakneck Road, Mullica Hill, NJ 08062 856.223.2710

### **Directions for Submission of Course Requests in PowerSchool**

**You may access the Program of Studies book for 2012–2013 on our website located at: [www.clearviewregional.edu](http://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 5<sup>th</sup> through January 13<sup>th</sup>, 2012.

- Go to [www.clearviewregional.edu](http://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, 2012.**

**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:**

**4 years of English**  
**4 years of PE/Health**  
**1 year of World History**  
**2 years of US History**  
**3 years of Math**

**3 years of Science**  
**1 year of World Language**  
**1 year Visual & Performing Arts**  
**1 year of Career and Tech Education**  
**Financial Literacy Course**  
**(beginning with the Class of 2014 and beyond)**