

# NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203



*To commit minds to inquiry, hearts to compassion, and lives to the service of humanity.®*

## POWERSCHOOL CLASS REGISTRATION ACKNOWLEDGEMENT CLASS REGISTRATION FOR INCOMING FRESHMAN (CURRENT 8<sup>TH</sup> GRADERS)

### ***Class Registration Process***

Welcome to the Parent Portal for Class Registration, where you will make your child's course requests for the freshman year. You will refer to the mailing which included your child's course recommendations, worksheet and information you gathered at Academic Life nights. Parents then enter the course requests, using their own PowerSchool login. In doing so, they verify that these are the courses requested for their child, and they acknowledge that they have read *Request for Level Change* below.

### ***Request for Level Change***

New Trier policy allows parents and students to initiate a request for change of level. A student that changes levels is expected to remain in that course for a least the first quarter. Schedule changes made after the first quarter are initiated by the teacher and are based on available space in courses. The space available may be in a different period and require multiple classes to be moved.

If you wish to exercise this option, please review the level descriptions in the Program of Studies. In addition please take note of the conditions regarding level changes on the Terms and Conditions page in PowerSchool. Requests received after the course selection deadline and prior to the first day of school will be considered by department coordinators, and may not be accepted. After the first day of school, parent requests for level changes will not be accepted for the first semester of the 2018-2019 school year. However, parents will have another opportunity to request a level change for second semester.

New Trier policy allows parents and student to initiate a request for a change of level with the following parameters:

- Requests for changes from level 2 to level 4 are not permitted.
- If you request to move up in more than three courses this requires approval from the Academic Oversight committee. An administrator will contact you if they need more information or when they have made a decision.
- In math and foreign language, you may not change the year of the course, just the level.
  - Mathematics: If we recommend Geometry, you cannot request Algebra 1, but you may request to change the Geometry level. Conversely, if we recommend Algebra 1, you may not select Geometry. The math course placement (not level) comes from the junior high teacher. Please contact them with questions regarding math course placement.
  - MCL: For example, if we recommend 2<sup>nd</sup> year Spanish, you cannot select 1<sup>st</sup> year Spanish, but you may request to change the level of 2<sup>nd</sup> year Spanish or select another first year language. Conversely, if we recommend 1<sup>st</sup> year Spanish, you may not select 2<sup>nd</sup> year Spanish.
- Requests for changes from double period algebra level 2 to algebra level 3 are not permitted.
- Changes from 2E to 9 level require department approval.