

AMHERST - PELHAM *Regional* SCHOOL DISTRICT
AMHERST, MASSACHUSETTS

Amherst Regional High School
21 Mattoon Street
Amherst, Massachusetts 01002
(413) 362-1700 FAX (413) 549-9704 www.arps.org/hs

Mark Jackson, Principal
Diane Chamberlain, Assistant Principal
Miki Lee Gromacki, Assistant Principal

February 22, 2011

Dear Parents and Guardians of the class of 2012,

We are beginning the process of course registration for the 2011-2012 school year. We want to make sure that every student and every parent/guardian understands and is actively involved in the scheduling process. Pre-registration planning is an extremely important part of registration and course selection; students and their parents/guardians should engage in a thoughtful decision making process before registering for courses.

Included with this mailing are most of the tools students will need to make good course selection decisions:

- Unofficial Transcript containing student's registration Username and Password
- ARHS Graduation Requirements Worksheet
- Pre-Registration Worksheet
- Powerschool Online Registration Instructions

The ARHS 2011-2012 Program of Studies can be downloaded from our website (<http://www.arps.org/hs/Academics/Registration>). Printed copies are available in the Guidance Office and Library for those students who cannot access the electronic version.

Students will register for courses online from home or from any computer with internet access. **Before registering online, students must complete the following checklist:**

1. _____ Review the **Unofficial Transcript** and current class schedule for accuracy and predict the number of credits that will be earned this year. With this information students will be able to determine how many more credits are needed to meet minimum graduation and college admission requirements.
2. _____ Enter the anticipated credit totals on the **ARHS Graduation Requirements Worksheet**. By the end of 11th grade, most students will have earned the following:
 - 12 English credits
 - 12 Social Studies credits
 - 12 Math credits
 - 12 Science credits
 - 2 Physical Education credits
 - 2 Health credits
 - 12 World Language credits (enter in the electives column)
 - 6-24 Elective credits (this will vary from student to student)
3. _____ Assess whether or not you are on track for graduation in June 2012. Students should have earned a *minimum* of 62 credits by the end of 11th grade, although most will have earned between 72-84 credits by this time. Students who have questions or concerns about their credit status should contact their guidance counselor as soon as possible.
4. _____ Consult with teachers about course options for next year.

5. _____ Select 12th grade courses by using the **Pre-Registration Worksheet**. Be sure to write the course numbers and course titles on the worksheet. **Please refer to the 2011-2012 Program of Studies for specific information about ARHS courses, programs, and prerequisites.** Most students entering 12th grade will select the following:
- 4 Credits in **English** (at least two credits must be in literature)
 - 4 Credits in **Social Studies**
 - 4 Credits in **Mathematics**
 - 4 Credits in **Science**
 - 4 Credits in **World Language** (The study of a world language is not required for graduation but students are encouraged to take three to four years of the same language to meet college entrance requirements).
 - **Electives, Experiential Education or Directed Studies** (For each elective course selected, choose *at least* one alternate course. Keep track of the number of blocks and credits that each elective course is worth).
6. _____ Verify that there are *exactly* 15 blocks and a minimum of 24 credits requested.

After completing this checklist, you may register for your courses online using the enclosed instructions. **Registration opens on Monday, February 28 at 3:00pm and closes on Friday, March 4, 2011 at 3:00pm.**

Incoming seniors who are interested in taking a college class in 2011-2012 will have an opportunity to select a course called "College Class Interest" at the bottom of the online registration screen. **Since this does not guarantee approval for a college class, all students must still select enough ARHS courses to fill 15 blocks.** Additional information about college classes, including application materials, will be distributed in late March.

If you have questions about the scheduling process or would like some assistance with online registration, registration assistance is available during the lunch period every day during the online registration period in Room 141. Counselors will review course requests and meet with rising seniors individually during the week of March 21st.


Sincerely,

Miki Lee Gromacki
Assistant Principal

Powerschool Registration Instructions For Incoming 10th - 12th Grade Students

When you are ready to enter your course requests online, go to the following website:

<http://powerschool.arps.org/public/>

1. At the log-in screen, enter the User ID and Password. If you do not have your password, please contact a staff member in Guidance, in the Main Office, in Room 141, or in Room 311.
Reminder: you will not be able to log-in until February 28th at 3:00 p.m. *If you have problems logging in from home, try it from a school computer during lunch, a directed study, or after school. There are computers available in Room 141, and there will be guidance counselors available to help you during the lunch period throughout registration.*
2. Once you have logged-in successfully, click the **Class Registration** icon in the upper-right corner of the screen.
The icon shows a document with a pencil and the text 'Class Registration' below it.
3. Scroll to the TOP of the registration screen. Read and follow the online instructions carefully. You will find drop-down menus for each subject area. Select the appropriate course in each box.
4. For security reasons, the online registration system will time-out after 20 minutes. Be sure to click the **SUBMIT** button at regular intervals to save your work. (When you click **SUBMIT**, you will be taken back to the opening page. Simply click the **Class Registration** icon to continue registering). If the system times-out before you click **SUBMIT**, your course selections will not be recorded.
5. When you are finished selecting courses and you have submitted your requests, click the **Class Registration** icon one more time. Click the **View future course requests** link at the top of the screen. From here, you can print a copy for your records (right-click and select print from the menu that appears) or copy and paste the information into another document.

**Registration opens on Monday, February 28th at 3:00 p.m.
and closes on Friday, March 4 at 3:00 p.m.**

Registration Calendar for High School Students and Families

Course Registration Timeline 2011	
Feb 15 - 17	Electives Fair held at lunch
Feb 21 - 25	Winter Break
February 28	Departmental Presentations on Course Registration Students receive materials for pre-registration in A period classes. Online Registration opens at 3:00 PM
March 1 - 4	Registration Assistance available in Room 141 during lunch period (Tuesday- C period, Wednesday and Thursday- B period, and Friday- A period)
March 21 - 25	Guidance counselors review requests and meet with juniors (rising seniors) individually to address concerns.
May 9	Course Request Verifications distributed to students for review and signature of parent/guardians. Return Verification sheets to A period teacher.
May 13	Deadline for Verification Sheets. Return to A period teacher.
late August	Student schedules mailed home to families.

Guidance Counselor Contact Information

Guidance Counselor	Caseload	Phone	Email
Kelly Cortis	Last Names A-C	362-1716	CortisK@arps.org
Alessandra Mucci-Ramos	Last Names D-Hi	362-1782	RamosA@arps.org
Peggy Fallon	Last Names Ho-Mc	362-1712	FallonM@arps.org
Sherry Balzano	Last Names Me-Se	362-1793	BalzanoS@arps.org
Ericka Alschuler	Last Names Sh-Z Co-Department Head	362-1781	AlschulE@arps.org
Lisa Zephyr	Student Support Counselor	362-1784	ZephyrL@arps.org
Maureen Fleming	Co-Department Head	362-1756	FlemingM@arps.org
Myra Ross	College Counselor	362- 1713	RossM@arps.org
Connie Cappelli, Adm. Asst	N/A	362-1720	CappelliC@arps.org
Cathy Tracy, Adm. Asst	N/A	362-1715	TracyC@arps.org

ARHS Course Registration Information, including the 2011-2012 Program of Studies, can be found online at (<http://www.arps.org/hs/Academics/Registration>).