

March 1, 2018

Dear Parents/Guardians of 8th grade McGee students,

It is hard to believe, but it is time for your child to select his/her high school courses! This afternoon at McGee during Directed Study, your child was provided the BHS Program of Studies for 2018-2019. Your child must log into the PowerSchool online platform from March 5th-9th in order to register for his/her freshman classes at BHS.

Here is a link to a youtube video that provides instructions for students to register for classes online:

<https://youtu.be/VRXc2a68RM8>

Here is a written overview of the steps required in order to successfully plan their schedule for next school year:

- Access your student information on PowerSchool, by visiting:
<https://berlinschools.powerschool.com/public>
- To access the on-line scheduling area
 - Click “**Class Registration**” on the left side of the page.
- Course Selection:
 - Courses that have a red exclamation point to the right of the course name **must** be selected
 - Courses that have a green check to the right of the course name denote an elective course that may be selected
- Click on the pencil on the right of the course name.
- All courses available for this selection will be shown. Select your course recommendation by clicking on the box to the left of the course name.
- At the bottom of this screen, click “Okay”.
- Move on to the next subject and repeat the above steps until all courses have been selected.
- Choose an alternative elective under “**Alternate 1**”, in case you cannot get into your first elective. *This must be a different elective than what was already selected.*
- Once all courses and an alternative have been selected, you must click “**Submit**” on the main screen. Don’t forget this step, or none of your work will be saved!
- You will then see a list of the courses you have chosen. If there is an error or something is missing, you can return to the course selection and make a change by clicking on **Class Registration** again. Remember you need to “Submit” your changes.

Please Note:

- You must select a minimum of 7 credits or your course registration will not be complete. Prerequisites for each course are listed and a course will not be an available choice if a prerequisite has not been met.
- Concerns with a recommended course(s) should be initially directed to the core teacher that made the recommendation.
- Some courses such as Physical Education and Health have already been preloaded for you.
- If your child is not planning on attending BHS, they still must register in the event something changes.

Once students have successfully completed the online registration process, students will receive notification that they have properly registered or will be informed if additional work is required. **All course selections must be registered into PowerSchool by March 9, 2018.** If your child does not complete their selections on time, your child’s schedule will be determined for them. Should you or your child need any assistance with this process, please do not hesitate to contact Ms. Hughes, at shughes@berlinschools.org, or myself at tchiaverini@berlinschools.org. We may also be reached by contacting the school at 860-828-0323.

Respectfully,

Tim Chiaverini,
McGee Assistant Principal