

STAFFORD MIDDLE SCHOOL

21 Levinthal Run, Stafford Springs, CT 06076
Phone - (860) 684-2785 Fax - (860) 684-4671

Mrs. Jennifer Hoffman, Principal

April 28, 2017

Dear SMS Parents and Guardians of Incoming Sixth Grade Students,

It is my pleasure to offer this first official welcome to you and your child to Stafford Middle School. The faculty and staff of Stafford Middle School is looking forward to working with you and your student to ensure a smooth transition to middle school. This letter will explain the transition process which will begin in the coming weeks with a visit to Stafford Elementary School, our Step Up Day and course registration. We understand the importance of a strong beginning and will do whatever we can to make sure you and your child feel comfortable and ready to begin the next chapter in their education with Stafford Public Schools.

Included in this mailing is information about course registration for music, band or chorus which you will complete online. Stafford Public Schools utilize PowerSchool, a computer student management software program. The grading portal and the online course registration are a part of PowerSchool. You will receive much more information about the grading portal at the fall Open House.

The process of course registration will begin on **May 8, 2017**. Students can select band, chorus or general music. The course registration window will be open from **May 8, 2017- May 19, 2017**. Students and parents/guardians will be able to use a pull-down menu to select the appropriate music course(s) for next year.

- The online registration process requires that you have a PowerSchool Parent/Guardian Grading Portal Account. Please make sure that you have successfully logged into the grading portal before the online course registration begins. Attached to this letter is information about completing this process. Complete the course registration together with your child. The course selection process is a great time for parent/guardian and child dialogue about your child's interests, specifically related to music.

Prior to the end of the school year, one of the school counselors, Mrs. Morgan- Hostetler and I will be visiting Stafford Elementary School to speak with the fifth graders. Additionally, the fifth graders will have an opportunity to visit Stafford Middle School. Lastly, we will have opportunities for you to visit Stafford Middle School over the summer as well at New Student Orientation at the end of August. If you have any questions, please do not hesitate to call (860) 684-2785 or email (hoffmanj@stafford.k12.ct.us).

Sincerely,

Jennifer Hoffman, Principal

PowerSchool Online Course Registration Instructions

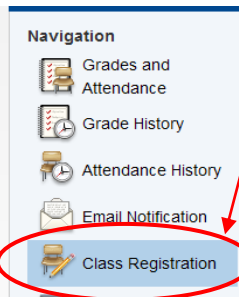
(All students entering Stafford Middle School in school year 2017-18)

Course Selection Grading Portal is open May 8th - May 19th!

REGISTRATION INSTRUCTIONS:


Log into your PowerSchool portal account from the Stafford Public Schools Powerschool website <https://stafford.powerschool.com/public/>


Log in using your PowerSchool Username and Password (You must have already created your account, refer to instructions "Create a PowerSchool Parent/Guardian Grading Portal Account". Please follow the included instructions if you have not already created an account).




The Navigation screen will appear and once we enable course registration, you will see the **Class Registration** icon on the left side. Click it to begin.


The Registration Screen opens: **Welcome to the Stafford Middle School Class Registration System for 2017-2018.**

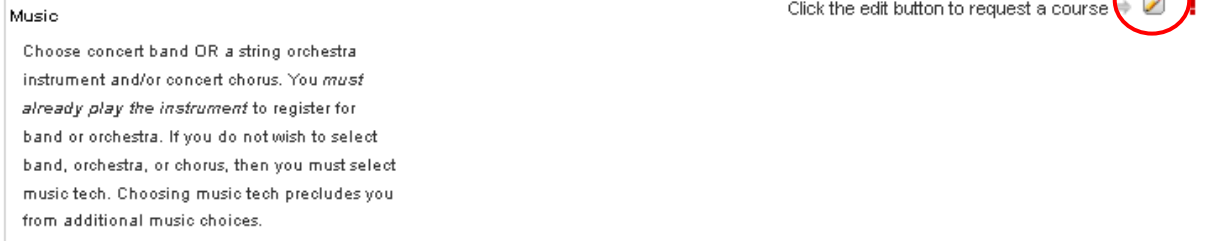
To make a selection, you will click on the Pencil icon 

A green check mark designates course selection has been made 

A red exclamation point indicates you have not yet selected a required course 

To Request Music Courses:

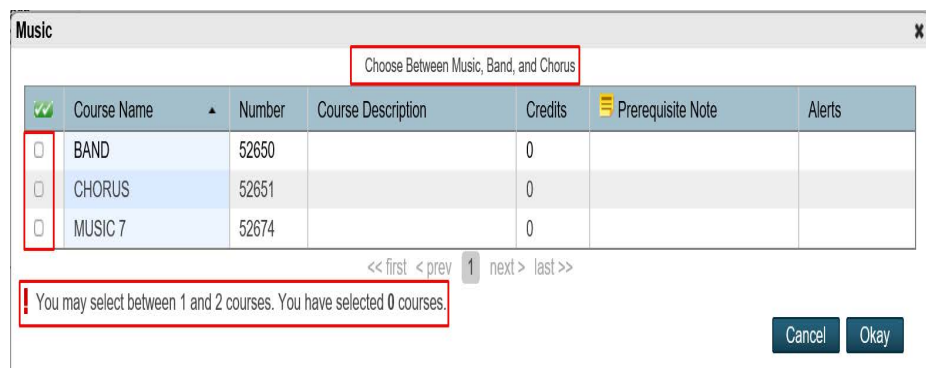
1. Click the **pencil**  icon to select your music choice.



2. The course window for **Music** opens. Click in the **box** to select your music choice(s). A check mark appears.

- You may choose an instrumental (band OR orchestra) and chorus by checking two boxes. If choosing Music Tech only check one box.
- Click **Okay**.

3. The course(s) chosen show and a green check mark designates you have completed your course selection.



The course selections should look like the picture to the right. You have met all requirements and can then submit.

Music
Choose Between Music, Band, and Chorus

BAND
52650 - 0.5 credits

CHORUS
52651 - 0.5 credits

Requires between 0.5 and 1.5 credit hours.
Requesting 1 credit hours.

Submit

Click the **Submit** button in the bottom right hand corner of the registration screen when done selecting all your courses.

THIS IS IMPORTANT

Submit

The **Course Requests** screen opens and you will see your music choice courses.

Crs Num	Course	Type	Cr Hrs	Prerequisite Notes
1. 0271	Science7	Required	0.00	
2. 0571	Social Studies7	Required	0.00	
3. 0771	Art Education7	Required	0.00	
4. 0772	Health Educ7	Required	0.00	
5. 0773	Tech Education7	Required	0.00	
6. 0774	FamConsumerSci7	Required	0.00	
7. 0871	Physical Ed7	Required	0.00	
8. 9950	Chinese First Choice	Required	0.00	
9. 9963	Latin Second C		0.00	
10. 9972	French Third Choice	Required	0.00	
11. 0951	MusicTech1	Elective	0.00	

You can return to the **Class Registration** screen and make modifications if needed.

NOTE: It is **IMPORTANT** to remember to click **Submit** after any modifications to course selection.

Your Course Selection **MUST** be completed by **Friday May 19th, 2017**