

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 Rising Seventh and Eighth Grade Students,

As a way to provide ownership and choice, we are updating our process for scheduling students for band, music and/or general music. This letter will explain our new process and provide you with the timelines. We are looking to continue the strong foundation which has been established and will work to ensure you and your child feel comfortable in their education with Stafford Public Schools.

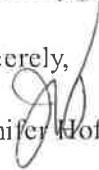
Included in this mailing is information about course registration for music, band or chorus which you will complete online. Stafford Public Schools utilize PowerSchool, a computer student management software program. The grading portal and the online course registration are a part of PowerSchool. You 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. All other courses will be determined by the grade level teams, counselors and administrators.

- 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.

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

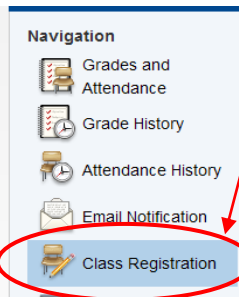
(All students entering Stafford Middle School in school year 2017-18)

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:

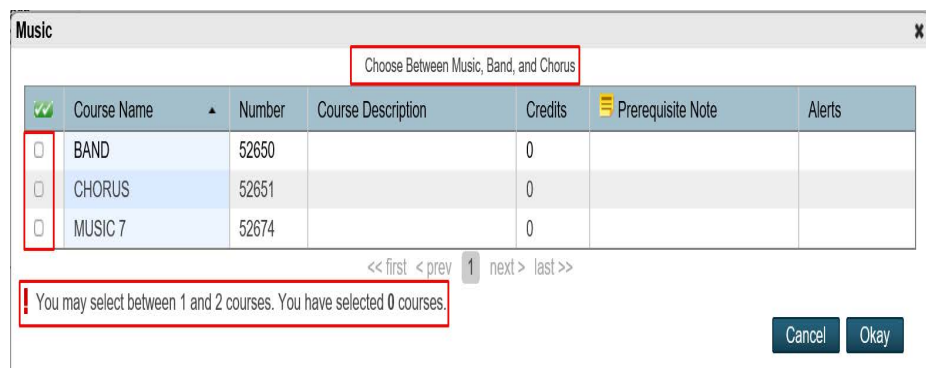
1. Click the **pencil**  icon to select your music choice.



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**