

Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303

إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدرسة، اتصل بالرقم (919) 852-3303

Si vous avez besoin de services de traduction gratuits pour comprendre les procédures scolaires, appelez le (919) 852-3303

यदि आपको विद्यालय की प्रक्रियाओं को समझने के लिए निःशुल्क अनुवाद सेवाएं चाहिए, तो (919) 852-3303 पर कॉल करें

학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919)852-3303

Nếu quý vị cần sự thông dịch miễn phí để hiểu phương pháp trường học, xin vui lòng gọi số điện thoại, 919-852-3303

如果您需要免费翻译服务来了解学校流程，请致电 (919) 852-3303

POWERSCHOOL ACCESS, STUDENT EMAIL ACCESS AND COURSE CHANGE REQUESTS

Dear Student:

You can view your tentative schedules in Powerschool beginning Wednesday, August 17. Course balancing and other additional changes in the master schedule may cause some schedules to alter prior to the first day of school. Final schedules will be distributed in advisory on Monday, August 29. You may also submit course change requests if the reason for your request meets one of the following criteria starting August 17:

- *Specific course(s) needed for promotion and/or graduation
- *Previous year teacher recommendation
- *Desire to increase level of rigor

- *Credits already earned for a specific course (summer school, etc.)
- *Scheduled for a course that you did not request
- *Core and elective courses not balanced

Keep in mind, the master schedule has been created based on student course requests, so many electives are already full. Having a change of heart at this late date usually yields a request not being approved, simply because the course may already be filled to capacity. All requests for a course change must be submitted via wcpss student email to heritagehs-schedule-change@wcpss.net. You can utilize any electronic device with internet access. You do not need a specific login username and password to submit a request but you must use your wcpss student email account. Emails sent from personal emails will not receive a reply.

Schedule Change Requests: Wednesday, August 17, 2016 to Friday, September 2, 2016

Schedule Change Instructions (Students are limited to 4 requests.)

1. Using your wcpss email account, address a message to heritagehs-schedule-change@wcpss.net.
2. Type the student first name, last name and grade level in the subject line.
3. In your message, state (1)specifically the course you are requesting to drop, (2)the course you are requesting to add, and (3) one the reasons above to support the need for a change. Please keep your explanations to 25 words or less so that reviewers are able to review and reply in a timely manner.
4. Click “send” to have your request submitted.
5. Check your wcpss student email account within 48 hours for a reply.

How to Access WCPSS Student Email

1. Type webmail.students.wcpss.net or click on “wcpss student email” from the quicklinks section of the school website.
2. Enter your username and password.
3. If this is your first time logging in you may be asked to reset your password.

How to Access Powerschool for the First Time

1. Refer to the ncedcloud “claim my account” instructions to access powerschool.
2. You must have your student ID number to complete this process.