

To all Rising 6th, 7th, and 8th Grade Parents,

Due to the Covid-19 Pandemic we must adjust the way we are having elective choices submitted. Normally counselors would have a class session to help students complete registration, but we are now encouraging families to follow the steps below to complete this at home.

- 1) Have your student sign into Power School. If you are unsure as to how to log in, please click on these links, which provide clear instructions.
[Example video](#) for parents on registration & how to [log in](#) to register

- 2) Once signed into PowerSchool, click the **CLASS REGISTRATION** tab on the left and it will generate several options from which to select. Since we are a year-round school, **please click the registration tab with the appropriate track and grade assignment for 2020-2021.**

*****If not chosen correctly, this will impact elective placement because the student would be choosing electives for the wrong track.*****

Example: If Pedro is a 7th grade student on track 3, he would click **TRACK 3 - 8th Grade Electives** to select his two primary choices. He will then click right below where it states **TRACK 3 - 8th grade Alternate Electives** to select his two alternate choices.

- 3) Please utilize our elective sheets to help make your choices, as they identify whether a certain pre-requisite is needed for a course. You can check our elective sheets on our website or click here ([Elective Sheets](#)).
- 4) If you are having a hard time signing in, forgot any log in information, just feel more comfortable having someone else enter this for you, or have any questions, please feel free to email your child's counselor to enter the information. All you would have to do is let us know which are the two primary and two alternate choices for your student or whatever question(s) you may have. Below is our information.

Track 1 & 6-2: lmuh@wcpss.net

Track 3 & 7-2: pfebres@wcpss.net

Track 4 & 8-2: jwmartin@wcpss.net

- 5) Please make sure that when you are done entering your choices to hit submit on the bottom of the page. Your choices will not be officially submitted until that button is clicked.
- 6) Please note that after April 24th counselors will personally begin to reach out to families that have not completed registration sheets to attempt to get them completed before the return of school. Signed verification forms are not required at this time.

Best,

Your Pine Hollow Counseling Team