

March 2021

Parents & Students,

Welcome to the scheduling process for the 2021-2022 academic year. Westford Academy continues to streamline the scheduling process by utilizing the IPASS program. Use of the *iTeacher*, *iStudent* and *iParent* helps us in creating a student-centered schedule. It is our hope that IPASS will provide you with more information about your child's teacher recommendations and be a valuable tool for planning your child's high school academic experience.

Please use the attached reference sheet and *iStudent* information to guide you through working with your son or daughter to create their high school schedule for next year. Also, attached you will find a blank scheduling template. Please keep in mind that no two schedules are the same, just as no two students are the same. The blank schedule is for you to use as a template only, as we do not yet know in which periods classes will be scheduled.

The following documents will take you step-by-step through the scheduling process.

If you have any questions, please do not hesitate to contact your son or daughter's guidance counselor.

Sincerely,

Wendy Pechacek
Guidance Coordinator, 6 – 12
Westford Public Schools
wpechacek@westfordk12.us

Scheduling Timeline for students entering grades 9 – 12:

- | | |
|----------|---|
| 3/23 | iStudent and iParent portals open for review of teacher course recommendations at 2:10 p.m. |
| 3/25-4/1 | Students and teachers discuss recommendations |
| 4/2 | Deadline for all Westford Academy course requests;
iStudent and iParent portals close at 2:10 p.m. |
| 4/2 | Deadline for Override Process |

Westford Academy

A Scheduling Reference Sheet

Reminders:

You must carry between **32.5 and 35.0 credits** per year.

Remember that semester courses are worth 2.5 credit and year-long courses are worth 5 credits.

There are 5 levels:

Level 1 = CP

Level 3 = Honors

Level 4 = AP (Advanced Placement)

Level 5 = unweighted

Graduation Requirements

Students must register for a minimum of 32.5 credits per year.

English	20 credits	
Math	20 credits	
Social Studies	15 credits	(including 10 credits US History)
Science	15 credits	
World Language	10 credits	(two years of same language)
Physical Education	10 credits	(one semester per year)
Health	2.5 credits	
Visual and		
Performing Arts	2.5 credits	
Technology	2.5 credits	
Electives	25 credits	

Please refer to the Program of Studies to select your electives.

Please note all prerequisites and grade level requirements.

You will **NOT** be scheduled for a class for which you do not meet the prerequisites.

Please do not select more than 35 credits.

Please enter an alternate choice for each elective in the event that we are unable to schedule you for your first choice elective.

Scheduling Worksheet

SUBJECT	COURSE #	COURSE NAME	CREDITS (full year = 5, semester = 2.5)	
English			5	
Math			5	
Science			5	
History/Social Studies			5	
World Language			5	
PE/Wellness	881		2.5	
				ALTERNATE COURSE (ELECTIVES ONLY)
Elective #1				
Elective #2				
Elective #3				
Elective #4				

Total Credits: _____

Total credits = 32.5 minimum, 35 maximum

Please select one alternate course for each elective you select.

When running the master schedule, we will make every effort to include your top choice elective. If you do not indicate an alternate, a random elective will be selected for you.

Note: The software will not recognize an alternate that is identical to your first choice.

Westford Academy

iSTUDENT 2021-2022

A Student's Quick Start Guide for Course Requests

Step 1: Go to: <http://www.westfordk12.us/Pages/index> and Login to iStudent, Change Password



Westford Public Schools
Shaping the future one child at a time

Log In

User Id:
Password:

[Forgot ID](#) [Forgot Password](#)

Events

IF YOU ARE A STUDENT WHO IS HAVING DIFFICULTY LOGGING INTO ISTUDENT, PLEASE EMAIL [iStudent Support](#)

If you already registered for the Parent Portal, but do not know your username or your password, email iparent@westfordk12.us to request a new one. Do not register again.

The storage size limit for documents is 10 MB - so after printing, please delete or archive the files so that you will have space for future documents.

Announcements

Note - The "Forgot Password" works if an email address was submitted at the time of registration. If the email was left blank, or if you are using a different email address than what you used to register, there will be no retrieval of the password. Please contact iparent@westfordk12.us.

NOTE: Any student in grade 9-12 who has forgotten his/her iStudent password, will need to speak with Mrs. Brown in the WA Guidance Office about resetting the password.

Online Course Recommendations were done through iStudent for students currently in grades 8-11. Report cards are now available online for grades K-12.

The IPARENT System is tightly integrated into the District's IPASS student information system including teacher rankbooks. IPARENT is specifically designed to provide an additional means of communication and sharing information between parents, teachers, students, and administrators

Parents and Guardians: Report Cards are located in your "Documents - Report Cards" inside the iParent folder.

To download a copy of your child's report card, click the link **"Documents - Report Cards"** in the iParent folder.

The storage size limit for documents is 10 MB - so after printing, please delete or archive the files so that you will have space for future documents.

Links

- Westford Google Login
- WPS Home
- iStudent Support
- iParent Info

iPass

img INFORMATION MARKETING GROUP
Version: 7.0.20171213_sync
Copyright © 1994-2018 All rights reserved.

Log into the iPass software using your Active Directory username and password. If you have not already done so, you will be prompted to change your password to something you can remember that has at least 6 characters and contains least one number. DO NOT SHARE YOUR USERNAME OR PASSWORD.

>>

Current Password:

New Password:

Re-type New Password:

A Password must be at least 6 characters long.

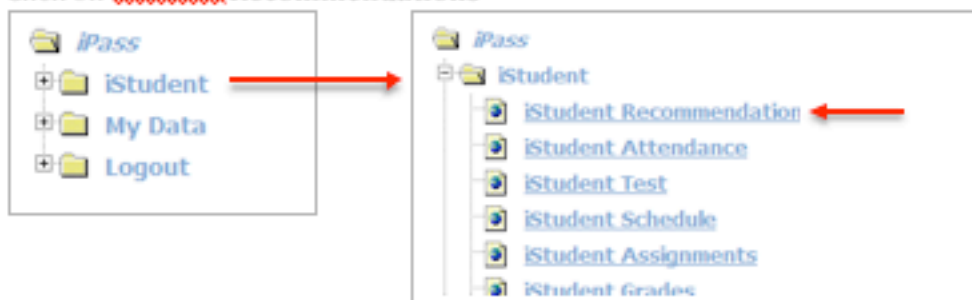
A Password cannot contain your User ID.

A Password must contain numbers.

Submit

Cancel

STEP 1: Use your iStudent account information to access the iPass iStudent folder.
Click on **iStudent Recommendations**



STEP 2: The **Student Recommendations** window will appear. You will see any current recommendations as well as curriculum Department and Elective areas that need recommendations|

STUDENT RECOMMENDATIONS

School Year: 2016-2017

Submit Cancel

Approved	Course ID	Course Name	Curriculum Level	Credits	# Of Terms
Please check the box next to each course that you approve. Click the box below to acknowledge that you have reviewed all recommendations.					
<input checked="" type="checkbox"/>	0001a	Freshman Fitness Semester 1	1	2.5000	2
<input type="checkbox"/>	208	Global Awareness 11	2	2.5000	2
<input type="checkbox"/>	504	French 20	3	2.5000	2
<input type="checkbox"/>	315	Geometry 20	3	2.5000	2
<input type="checkbox"/>	301	English 10	3	2.5000	2
<input type="checkbox"/>	401	Physics L 10	3	2.5000	2

If you agree with the recommendation check the box.

Name of person who made recommendation

Any comments made by the recommender will appear to the right of their name.

Add Recommendations

Course Comment

Electives

Please Select 3

Submit Cancel

Note: The number of electives available increases by grade.
Students entering grade 9, can select a maximum of two electives.

Adding Recommendations

If you add an alternate recommendation for a course, and you are not recommended because you are not academically eligible for that course, you MUST complete the Override Process by April 2, 2021 or you will be scheduled for the course your teacher recommended.

STEP 3: Important! If you do not plan to add any additional recommendation you must **check the box** acknowledging that you have reviewed all recommendations made by your teacher and by your parent. Then click **Submit**.

Please check the box next to each course that you approve. Click the box below to acknowledge that you have reviewed all recommendations.


☒

Submit **Cancel**

These recommendations will then be reviewed by the administration for final approval and scheduling.

Adding Recommendations

In the event that you wish to add a recommendation follow the below procedure.

STEP 1: To enter a course recommendations, click on the  **search tool** to access the course catalog.

Add Recommendations

Course	Comment
Science	
<input type="text"/>	<input type="text"/>
Math	
<input type="text"/>	<input type="text"/>

This will take you to the **Course Search** pop-up window. The search will default to the student's next year Grade Level and associated Department(s), listing all courses available for selection. Courses will include available course descriptions from the course catalog.

COURSE SEARCH FILTERS

Search

You may use Enter/Return or Click Search

Course ID: Course Name:

Grade Level: 09 Department:

Phys Ed
Pupil Services
Science
X Science

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Search **Clear**

Adding Electives

In iStudent, enter one alternate elective for each of your 1st choice electives.
See screenshots below for instructions

Include course #5050 if you want to include a DLT (study hall) in your schedule.

Electives
Please Select 8

700		

Enter the course ID or click on magnifying glass to select electives

STUDENT RECOMMENDATIONS
ACADEMIC YEAR: 2016-2017

Course ID: 500 Name: Marketing I CP1
Department: Computers & Business Credits: 2.5
Curriculum Level: 1 # Of Terms: 2
Priority: 0

Alternates

Alternate	Course ID	Name	Department	Curriculum Level	Credits	# of Terms
Add Alternates						
	551					

Click on Add Alternate

Enter course ID for alternate elective and click Submit

Alternate for Marketing appears; Click [Add Alternate](#) to right of 700 Foundations of Art to add alternate for that course...

STUDENT RECOMMENDATIONS

School Year: 2016-2017

SubmitCancel

Approved	Course ID	Course Name	Credits	# Of Terms		
<input type="checkbox"/>	500	Marketing I CP1	2.5000	2	Delete	Add Alternate
	<input type="checkbox"/> Alt1 551	Image Editing CP1			Delete	
<input type="checkbox"/>	700	Foundations of Art	2.5000	2	Delete	Add Alternate

Students must register for a minimum of 32.5 credits and a maximum of 35 credits. Be sure to check course descriptions for prerequisites. If you select an honors course or AP course for which you are not recommended, you must complete the override process prior to March 21, 2016. To do so, please go to the WA department webpage of the course you wish to take and review and complete the process. Enter electives in your order of preference. and include one alternate course for each elective. Please check the box next to each course that you approve. Click the box below to acknowledge that you have reviewed all recommendations.

Add Recommendations

CourseComment

STUDENT RECOMMENDATIONS

School Year: 2016-2017

SubmitCancel

Approved	Course ID	Course Name	Credits	# Of Terms		
<input type="checkbox"/>	500	Marketing I CP1	2.5000	2	Delete	Add Alternate
	<input type="checkbox"/> Alt1 551	Image Editing CP1			Delete	
<input type="checkbox"/>	700	Foundations of Art	2.5000	2	Delete	Add Alternate
	<input type="checkbox"/> Alt1 567	Microsoft Cert Specialist			Delete	

Students must register for a minimum of 32.5 credits and a maximum of 35 credits. Be sure to check course descriptions for prerequisites. If you select an honors course or AP course for which you are not recommended, you must complete the override process prior to March 21, 2016. To do so, please go to the WA department webpage of the course you wish to take and review and complete the process. Enter electives in your order of preference. and include one alternate course for each elective. Please check the box next to each course that you approve. Click the box below to acknowledge that you have reviewed all recommendations.

Submitting Your Recommendations

STEP 2: Click on the **Course ID** you wish to select.

COURSE SEARCH						
+ Add						
Course ID	Course Name	Curriculum Level	# of Terms	Department	# of Sections	GL
165a	Science Fiction 11	2	2	EN	1	09-12
	((Semester 1 Only, Open to Grades 9-12) Beyond Earth - Do you like the possibility of studying time travel, space travel or alien encounters? How does science fiction demonstrate controversial ideas of the present? Science fiction can show revelations into human conditions explored by traditional authors. While science fiction is often associated					

STEP 3: Add a **Comment** if you wish.

Add Recommendations	
Course	Comment
010033101	I really want to take this class!

STEP 4: Click **Submit** to save your recommendations.

[Submit](#)

Your **Approved Student Recommendation** will appear showing the Course Name, Credits, # of Terms, Date, your name and comment.

Approved	Course ID	Course Name	Curriculum Level	Credits	# Of Terms	
<input checked="" type="checkbox"/>	010033101	Algebra A	1	1.0000	4	Delete
	02/01/16	Nancy Brannon				I really want to take this class!

Please check the box next to each course that you approve. Click the box below to acknowledge that you have reviewed all recommendations.



FINAL STEP: You must **check the box** acknowledging that you have reviewed all recommendations made by both you and your teachers. These recommendations will then be reviewed by your counselor for final approval and scheduling.

Please check the box next to each course that you approve. Click the box below to acknowledge that you have reviewed all recommendations.



To delete a Recommendation: You may delete any recommendation that you have entered. Click on **Delete** and the recommendation will be removed.

<input checked="" type="checkbox"/>	010033101	Algebra A	1	1.0000	4	Delete	I really want to take this class!
	02/01/16	Nancy Brannon					

iPass Test Student
Benchard Middle School 2014-2015

Home | My Data

iPass

- My Data
- iStudent
 - iStudent Recommendation**
 - iStudent Biographical
 - iStudent Attendance
 - iStudent Grades
 - iStudent Schedule
 - My Documents - iStudent
- Logout

iStudent Recommendation

Submit Cancel

Approved	Course ID	Course Name	Curriculum Level	Credits	# Of Terms	Scheduled
<input checked="" type="checkbox"/>	551	Image Editing CP1 02/02/15	1 Test Student	2.50 Alternate to 551: 700	2	No
<input checked="" type="checkbox"/>	500	Marketing I CP1 02/02/15	1 Test Student	2.50 Alternate to 500: 502	2	No
<input checked="" type="checkbox"/>	142	Spanish I CP1 02/02/15	1 Test Student	5.00	4	No
<input checked="" type="checkbox"/>	001	English 9 CP1 02/02/15	1 Test Student	5.00	4	No
<input checked="" type="checkbox"/>	201	World History II Honors 02/02/15	3 Test Student	5.00	4	No
<input checked="" type="checkbox"/>	410	Biology CP1 02/02/15	1 Test Student	5.00	4	No
<input checked="" type="checkbox"/>	308	Algebra I Part B CP1 02/02/15	1 Test Student	5.00	4	No
<input type="checkbox"/>	121	Latin II CP1 01/19/15	1 Marie Paradis	5.00	4	No

Total credits-
minimum 32.5 credits,
maximum 35 credits



Before you submit your course recommendations please check the following:

1. You have reviewed the teacher recommendations and have checked the **Approve Box** if you approve.
2. You have **added course recommendations** and/or electives as required by your school.
3. You have entered an alternate elective for each of your 1st choice electives.
4. Your total number of credits is at least 32.5 (In which case, 5050, DLT, should be one of your electives) and no more than 35 credits.
5. You have clicked on the **box to show that you have reviewed** all recommendations made by teachers as well as your own.
6. Click **Submit**

Final Review Process

Your recommendations are now ready for approval by your counselor, administrator, and parents.

You will be notified when the process has been completed and your schedule is available.

If you have any questions, please see your school counselor.

INFORMATION REGARDING OVERRIDES

Sometimes parents/guardians/students choose to reject department recommendations for placement and request enrollment in a more demanding course for which they are not academically eligible. There are risks in doing so. Specifically:

A student who does poorly in a more advanced class may weaken that student's overall academic record.

Sometimes, the additional effort required for success in a course for which a student is not well prepared takes away from the time and energy a student has available to devote to other coursework, leading to an overall decline in performance.

To keep up with the class, the student may require more individual help than the teacher can reasonably be expected to provide. The demands of an advanced curriculum do not allow teachers to accommodate for the pace of a student who is misplaced. The teacher cannot provide individual tutoring.

We do want students to challenge themselves but sometimes those challenges may yield grades (such as a C or lower) that are not acceptable to the student and/or parent.

PARENTAL OVERRIDE POLICY

In some extenuating circumstances, parents/guardians may formally request an override of the school's recommendation or eligibility requirements for a course or courses. **In those instances, the student may enroll in the desired course with the understanding that the student will remain in said course for the entire school year.**

Please note:

In a continuing effort to support student success and well-being and based on review of data, the following limitations are in place for overrides:

1. A student is allowed to override no more than 2 courses.
2. A student cannot override if they are more than 5 points below the required prerequisite course grade.
3. The student's parent/guardian must agree to provide additional support to their child as needed in order to be successful in this course. (This means tutorial support beyond the classroom teacher.)
4. If an override is submitted, the student will remain in said course for the entire school year.

OVERRIDE PROCESS

If you wish to override the recommendation of your student's teacher in selecting a course for next year, the following process must be followed:

If you have not been through the override process before and would like to have a meeting with the curriculum coordinator to discuss implications of an override or have questions about the courses, please contact the department coordinator for that subject directly to set up a meeting. **This meeting must be requested prior to March 23, 2021.**

If you have been through this process before and feel that you have a full understanding of the override process:

- Click on the link below for the specific department.
- Complete the override form (available beginning March 23, 2021 at 2 pm) agreeing to the conditions stated in the policy above. Once you submit this form, you will receive a confirmation email.
- Follow the instructions in the email to print, sign and return the form to your student's Guidance Counselor by **April 2, 2021 at 2 pm.**

No override will be considered complete until a printed, signed copy of the form is on file with the student's counselor.

TIME MANAGEMENT ACTIVITY

This activity is intended to help students anticipate the time they will need to remain balanced, healthy, happy and engaged learners.

Fill out for your BUSIEST Term:

School Day (5 Days x 7 Hours)	35
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Anticipated Hours of Homework*	Average Hours/Week
Honors, CP1, CP2: .5 Hours x 5 nights weekly x # courses	
AP: 4 – 5 hours weekly x # courses	
Total School Hours:	

Extra-Curricular Activities	Average Hours/Week
Clubs/Interests/Hobbies	
Paid Job	
Community Service	
Sports/Physical Activity	
Music/Theater/Performance	
Other (Driver's Ed, SAT Prep, College Apps, etc)	
Total Extra-Curricular Hours:	

Daily Living Activities	Average Hours/Week
Sleep (7 days x 9 Recommended Hours)	
Necessities (Eating, Showering, Chores, etc)	
Travel to and from School	
Family Time	
Free Time (Friends, TV, Phone, Internet, etc)	
Total Daily Living Hours:	

School Day Hours	=	35	
Homework Hours	=	_____	
Extra-Curricular Hours	=	_____	
Daily Living Hours	=	_____	
YOUR TOTAL HOURS		_____	VS.
			Available Hours/Week 168

Based on the information above we acknowledge the workload we are going to undertake with this schedule:

Student Name _____ Signature _____ Parent/Guardian

signature _____

Counselor _____ Year of Graduation _____

Daily homework amounts are estimates