

# **Scheduling/ Course Registration**

**8th grade students  
For the 24–25 School Year**

# agenda

- ★ Transition to WA
- ★ Rotating schedule
- ★ WA graduation requirements
- ★ Scheduling overview and timeline
- ★ PowerSchool:
  - Requesting courses for the 2024-2025 school year
- ★ FAQs
- ★ Q&A



# Transition to WA

Future Freshmen Visit: February 15th, 8:45-10:45am

Parent/Caregiver Curriculum Night: February 15th, 6:30pm

- Tours available at 6pm

This spring... Peer counselors visit Stony & Blanchard!

Freshmen Orientation: August 2024



# WA Schedule

- ★ Classes rotate through the schedule. (7 blocks for classes)
  - 65 minutes except for long block (Long Block-104 minutes).
  - 5 minute passing time
- ★ All lunches (four total) happen during Block 4 (Long Block).
  - Each Lunch Block is 26 minutes long.
  - Lunch schedule published in August.
- ★ No homerooms after 1<sup>st</sup> week | Advisory only once per month.  
(Guest speakers, counseling presentations etc)

# Rotating Schedule: 5 drop 2

BLOCK	START	END	CLASS TIME
1	7:35	8:41	66
2	8:46	9:51	65
3	9:56	11:01	65
4 (Long Block)	11:01	12:45	104
5	12:50	1:55	65




# Course Selections

**Required courses:** Courses you must take to meet graduation requirements.

**Elective courses:** Courses that you choose based on your own interests, strengths and talents. Follow your passions. Explore!

**Prerequisites:** A course or courses that you must take before you enroll in another course.

- Taking Foundations of Art before being permitted to take some other elective art courses.
  - Taking Digital Art before being permitted to take Digital Art II.
  - Taking Principles of Marketing before being permitted to take Social Media Marketing.
  - Taking Computer Science A before being permitted to take Computer Science B.
- 



# WA Grad Requirements

- English: 20 credits
- Math: 20 credits
- Science: 15 credits
- Social Studies: 15 credits
  - World History II, US I and US II
- World Language: 10 credits (2 years of same lang)
  - **YOU MUST ADD A ALTERNATE LANGUAGE INTO POWERSCHOOL**
- VPA: 2.5 credits
- PE: 10 credits
  - Four semesters are required over four years. Only freshmen are allowed to defer a semester of PE for an elective. They then are required to double up at some point during their high school career.
  - The majority of Freshman enroll in PE.
- Health: 2.5 credits (Automatically enrolled freshmen year)
- Other credits needed: 22.5
- **Total credits: 117.5**

# **Balance & Academic Assistance**

**Help is still available in high school:**

Teachers hold extra help sessions before and/or after school.

They will post their availability for extra help.

National Honor Society students volunteer as tutors.

You can go to the NHS website to sign up for a help session.

Consider these options to help you make as smooth transition to HS.







# scheduling timeline

**Conversations with teachers about recommendations... throughout February**

**March 1st:** PS portal opens after school!! **Students** review recommendations and enter their elective choices. **Portal closes at 2pm on March 8th!**

**March 1st:** Override link is available. **Closes at 2pm on March 8th!**

**March 8th:** Portal closes and Override links close at 2pm, promptly.



# Scheduling: 3 parts

1

Recommendations for course levels will be added into PowerSchool for students by their current teachers.

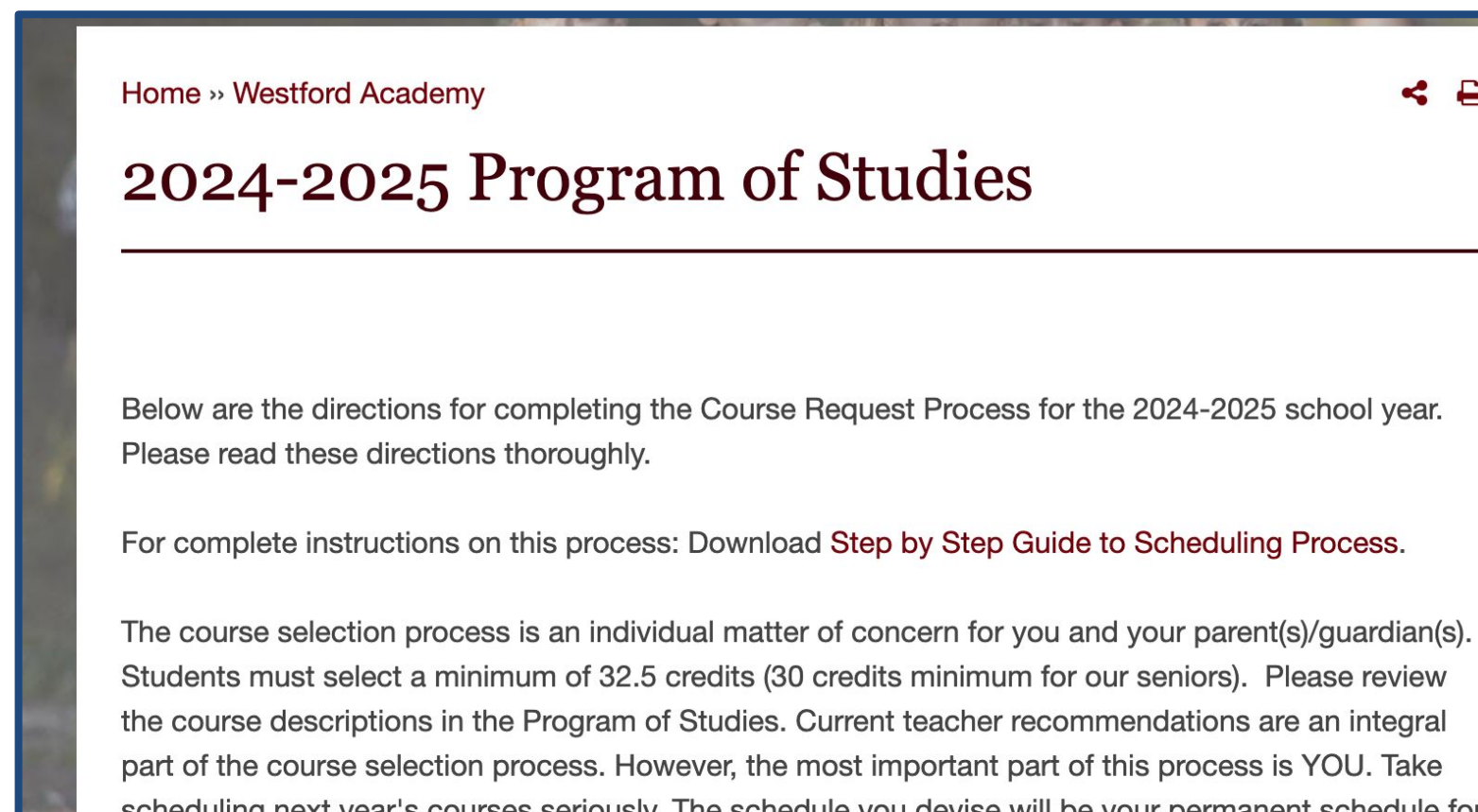
2

Students review recommendations in PowerSchool, select their required classes and choose other courses based on their interests during the open window **(March 1st– March 8th)**.

3

Once all requests are input in PowerSchool, the master schedule will then be built based on requests.

# when scheduling



Home » Westford Academy

## 2024-2025 Program of Studies

---

Below are the directions for completing the Course Request Process for the 2024-2025 school year. Please read these directions thoroughly.

For complete instructions on this process: Download [Step by Step Guide to Scheduling Process](#).

The course selection process is an individual matter of concern for you and your parent(s)/guardian(s). Students must select a minimum of 32.5 credits (30 credits minimum for our seniors). Please review the course descriptions in the Program of Studies. Current teacher recommendations are an integral part of the course selection process. However, the most important part of this process is YOU. Take scheduling next year's courses seriously. The schedule you devise will be your permanent schedule for

Please refer to the [Scheduling 2024–2025, Program of Studies](#) and [Freshman Transition](#) page for everything scheduling!

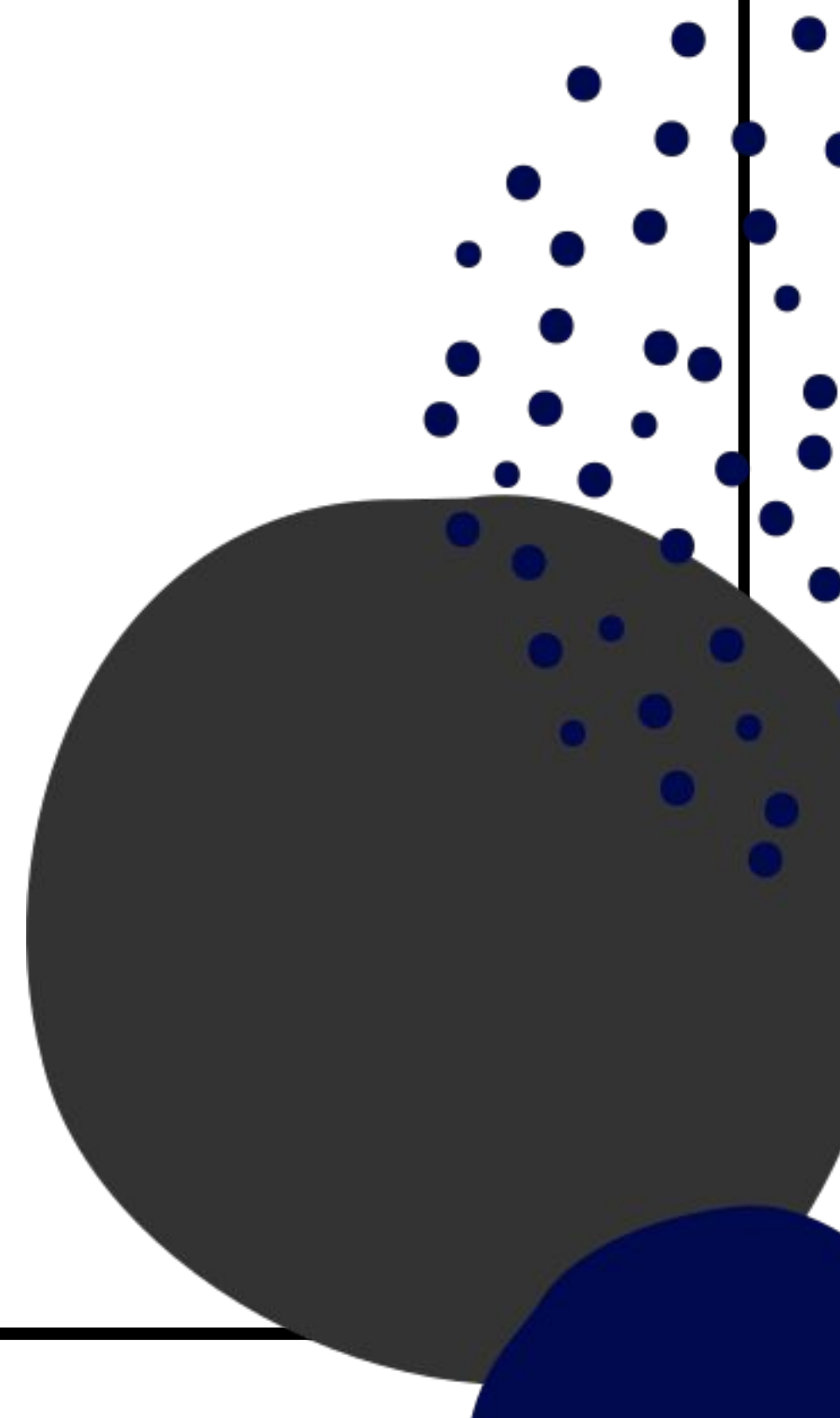
Use the [course selection worksheet](#)!

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 select between 32.5 and 35 credits.**

# When scheduling cont...

- 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 select between 32.5 and 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.





# How to select your courses...

**Step 1** - Review the [Program of Study](#) to read course descriptions and graduation requirements



Home » Westford Academy



## 2024-2025 Program of Studies

---

Below are the directions for completing the Course Request Process for the 2024-2025 school year. Please read these directions thoroughly.

For complete instructions on this process: Download [Step by Step Guide to Scheduling Process](#).

The course selection process is an individual matter of concern for you and your parent(s)/guardian(s). Students must select a minimum of 32.5 credits (30 credits minimum for our seniors). Please review the course descriptions in the Program of Studies. Current teacher recommendations are an integral part of the course selection process. However, the most important part of this process is YOU. Take scheduling next year's courses seriously. The schedule you devise will be your permanent schedule for

**Step 2 - Log in to Powerschool**  
(<https://westford.powerschool.com/public>) from March 1st-March 8th.

**PowerSchool SIS**

## Parent Sign In

[Sign In](#) [Create Account](#)

**Username**

**Password**

[Forgot Username or Password?](#)

[Sign In](#)

### Student Sign In

Students - Click the button to sign in. You will be redirected to the Student sign in page.

[Student Sign In](#)





Navigation

Grades and Attendance

Grade History

Attendance History

Teacher Comments

Forms

School Bulletin

Class Registration

Balance

My Schedule

School Information

Grades and Attendance

Standards Grades

Attendance By Class

Exp	Last Week					This Week					Course	Q1	Q2	Q3	Q4	E1	S1	E2	S2	Y1	Absence
	M	T	W	H	F	M	T	W	H	F											
A(1,2,3,5,6)		.			.					.	702 Visual Art II CP Email Bolotte, Lisa - Rm: 119	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	0
B(1,2,4,5,6)	.				.					.	146 Spanish III H Email Ganley, Jen - Rm: 134	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	0
C(1,2,4,5,7)	.			.						.	039 English 10 H Email Kumar, Rashmi - Rm: 261	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	0
D(1,3,4,5,7)				.				.			206 US History I H Email Martell, Michael - Rm: 112	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	0
E(1,3,4,6,7)			.					.			881 PE Wellness Email Wellness, PE - Rm: Gym A	<a href="#">[i]</a>	<a href="#">[i]</a>			<a href="#">[i]</a>	<a href="#">[i]</a>				0
F(2,3,4,6,7)			.					.			420 Chemistry CP Email Garrison, Leslie - Rm: 231	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	0
G(2,3,5,6,7)		.					.			.	321 Geometry CP Email Sitarski, Francis - Rm: 202-C. Lab	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	<a href="#">[i]</a>	0

Step 3 - Click on the "Class Registration" button on the left side of the screen

**Step 4** - Click the Pencil Icon on the right side of the screen under each subject to see your recommendation and/or select the courses you would like to take (for courses that require a recommendation, you can *only* select the course that was recommended for you.)

## Welcome to the Westford Academy Class Registration System for 2024-2025

View course requests

<b>Physical Education/Wellness</b> Number of requests to generate : 1	<div>883 Basics of Kin. in Phy. E 883 - 2.5 credits </div> <div>887 Health Education 887 - 2.5 credits</div>	
<b>Mathematics</b> Number of requests to generate : 1	Click the edit button to request a course ➡	
<b>English</b> Number of requests to generate : 1	Click the edit button to request a course ➡	
<b>Science</b> Number of requests to generate : 1	Click the edit button to request a course ➡	
<b>History and Social Studies</b> Number of requests to generate : 1	Click the edit button to request a course ➡	
<b>World Language</b> Number of requests to generate : 1	Click the edit button to request a course ➡	
<b>World Language Alternate</b>	Click the edit button to request a course ➡	

Click on alerts to filter by teacher recommendation.

If you are trying to override, still select the course that you were recommended for.

World Language						
	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input type="checkbox"/>	101 French I CP	101		5		
<input type="checkbox"/>	102 French II CP	102		5		
	103 French II H	103		5	A teacher recommendation is needed to request this course.	Prerequisites have not been met
<input type="checkbox"/>	104 French III CP	104		5		<b>Recommended</b> Lauren Clark
	105 French III H	105		5	A teacher recommendation is needed to request this course.	Prerequisites have not been met
<input type="checkbox"/>	106 French IV CP	106		5		
	107 French IV H	107		5	A teacher recommendation is needed to request this course.	Prerequisites have not been met
	108 French Language & Culture AP	108		5	A teacher recommendation is needed to request this course.	Prerequisites have not been met
<input type="checkbox"/>	109 French V CP	109		5		
<input type="checkbox"/>	110 Mandarin I CP	110		5		

Number of requests to generate : 1



**Step 5 - Review your  
selections and submit  
your requests.**

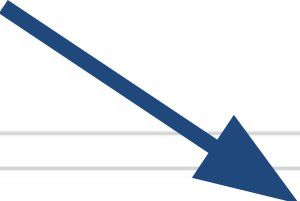
**Additional Requests**

Click the edit button to request a course ➡



Requests that are currently not associated with any  
requirement group.

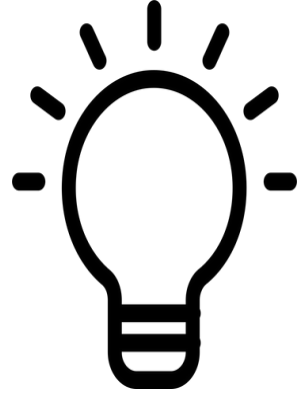
Requires between 32.5 and 35 credit hours.  
Requesting **32.5** credit hours.  
Requesting **0** additional credit hours.



Submit

**Orrrrr just  
watch this  
video....**





## **Other important reminders:**

- ★ One of the biggest benefits of attending WA is the access to a multitude of classes. All students have a plethora of course options. **Please take your time to make the best decisions you can for yourself.**
- ★ We have NEW courses available! Be sure to check them out in the academic course composites!
- ★ Try logging into PS before next week!



# Override Process

- Trust the recommendations that are in the system.
- Have conversations with your teachers!
- Limitations in place. Please follow our **OVERRIDE POLICY & PROCESS** for details of the process.
- The form will be available available on 3/1
- You must submit the Google Form by **MARCH 8, 2024 at 2 pm.**  
There are NO EXCEPTIONS to this deadline.

# Override FAQs

Q: If I am filling out an override form, what do I do in PowerSchool?

**A: You should mark what was recommended for them EVEN if they plan on overriding. After the portal has closed, the override note will be added to PS if it is approved.**

Q: If I am recommended for honors, can I request CP instead? Does that require an override?

**A: Yes, they can choose CP instead. No, that is not an override.**

A: How will I know if my override was denied?

**Q: You would receive an email from the curriculum coordinator if the request was denied.**

# Override FAQs

**Q: How many overrides am I allowed to submit?**

**A:** You can only submit two overrides.

**Q: If I wind up getting the average needed for a class and therefore don't need the override I originally submitted, can I use that override for another subject?**

**A:** No. Overrides cannot be transferred.

**Q: If I wind up getting the average needed for a class after recommendations are made, can I be put in that class without an override?**

**A:** No.

**Q: Can I still submit an override after the deadline of March 8 at 2pm?**

**A:** No, this is a firm deadline.

# other FAQs

Q: Who do I go to if I have questions about my recommendations?

**A: Your teachers**

Q: Is there a limit to how many honors courses a student can take?

**A: We do not limit the number of honors courses.**

Q: How much homework can students anticipate nightly?

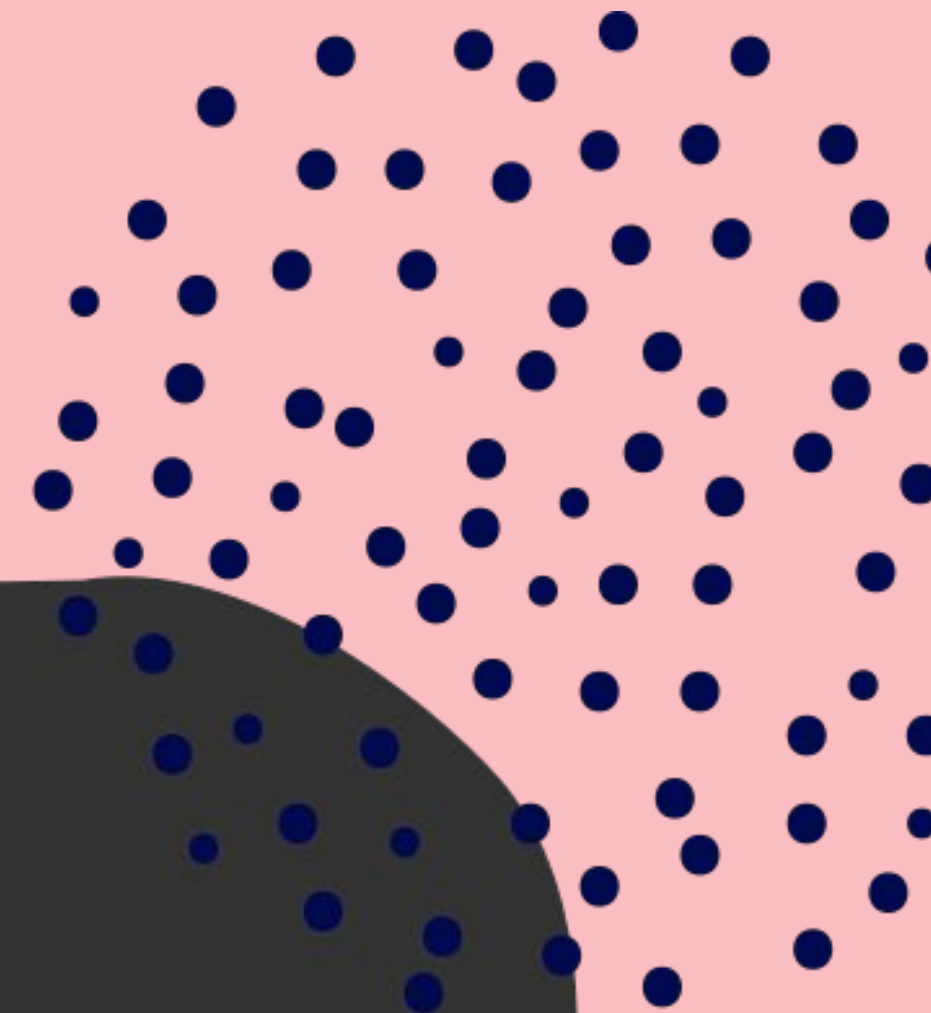
**A: See [Time Management activity](#) for estimated time by level**

Q: How is the GPA calculated ?

**A: See WA Profile on Counseling webpage for scale/formula**

Q: When will schedules be available for students?

**A: Mid-June**



# questions?

---

Please speak to your teachers about your recommendations.

Reach out to your counselor with other scheduling questions!