



SCHEDULING/ COURSE SELECTION

For the 23–24 school year

TODAY'S AGENDA

- WA graduation requirements
- Scheduling overview and timeline
- New Courses!
- PowerSchool: requesting courses for the 2023–2024 school year
- FAQs

WA GRADUATION REQUIREMENTS

- English: 20 credits
- Math: 20 credits
- Science: 15 credits
- Social Studies: 15 credits (World History, US I and US II)
- World Language: 10 credits (two years of the same language)
- VPA: 2.5 credits
- PE: 10 credits (1 semester each year)
- Health: 2.5 credits
- Other credits needed: 22.5

Total of 117.5 credits



SCHEDULING OVERVIEW

3 PARTS:

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

2. Students review those recommendations in PowerSchool, select their required classes and choose other courses based on their interests during the open window
(February 18th– March 3rd).

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



SCHEDULING TIMELINE

February 15th: Counselors present to 9–11th graders during advisory on scheduling/course registration.

February 18th– March 3rd: PS portal opens! Students review recommendations and enter their elective choices. **Portal closes at 2pm.**

- If a student has a question about a recommendation after break, they can see their teacher directly.
- **Override link is available. Closes promptly at 2pm on Friday, March 3rd.**

Feb. 28th, March 1st and March 2nd: Counselor drop-in hours during long block

March 3rd: Portal closes and Override links close at 2pm, promptly.





NEW COURSES!



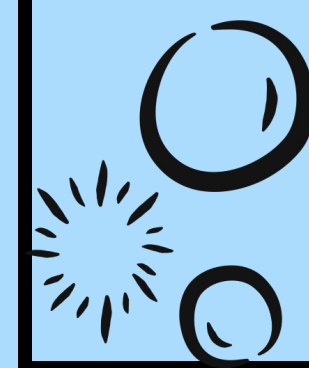
SOME NEW COURSES:

890 Kin. of Fitness & Exercise (10–12th) 2.5 credits

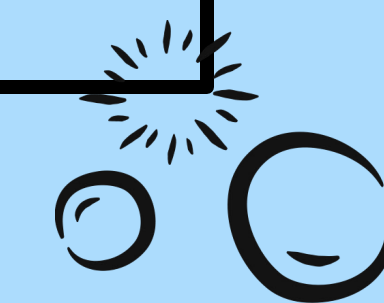
936 Yearbook (10–12th) 2.5 credits

506 Management II Honors (10–12th) 2.5 credits

1135 DE Money Matters (11 and 12th) 2.5 credits



363 AP Pre–Calc (seniors only) 5 credits





COURSE NAME CHANGES!



SOME NAME CHANGES:

500 Marketing CP is now **498 Principles of Marketing** (unweighted)

501 Management CP is now **499 Principles of Management** (unweighted)

502 Social Media Marketing CP is now **511 Social Media Marketing Honors**

507 Intro to Business CP is now **514 Intro to Business & DECA Prep** (unweighted)

509 Consumer Behavior CP is now **516 Sales & Consumer Behavior Honors**

551 Image Editing I is now **549 Digital Art I**

552 Image Editing II is now **550 is Digital Art II**

503 Entrepreneurship Honors is now **513 Entrepreneurship Honors** (semester based)

713 Photography I is now **710 Introduction to Photography**



512 Personal Finances CP is now **515 Personal Financial Management** (unweighted)

704 AP Studio Art is now **712 AP Art and Design**





WHEN SCHEDULING...



Please refer to the [Scheduling 2023-2024](#) and [Program of Studies](#) for everything scheduling!

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. Seniors select between 30 and 35 credits.

[Home](#) » [Westford Academy](#) » [Counseling Department](#)

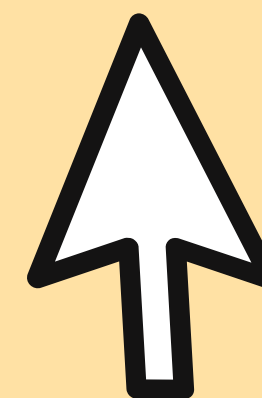


Scheduling 2023-2024

- [Step by Step Guide to Scheduling Process 2023-2024](#)
- [Freshman Transition](#)
- [PowerSchool Course Registration TUTORIAL](#)
- [Program of Studies 2023-2024](#)
- [Students Entering Course Requests in the PowerSchool SIS Student Portal](#)

PowerSchool/scheduling presentations will be held during advisory on February 15th for our current 9-11th grade students. That slide deck will be added to this page following the presentation.

Our Curriculum Night for 8th grade families will be held on February 15th at 6:30pm in WA's PAC. The slide deck will be added to this page following the presentation.



WHEN SCHEDULING CONT.

- Please enter an alternate choice for each elective in the event that we are unable to schedule you for your first choice elective.
- Same applies to PE! You need to choose your top choice PE course and an alternate. Reminder: You can't repeat a PE course! Also– if you deferred in the past and need to double up, you can add 2 PEs to PowerSchool.
- One of the biggest benefits of attending WA is the access to a multitude of classes. **Please take your time and make the best decisions you can for yourself.**

HOW TO SELECT YOUR CLASSES

Step 1 – Review the Program of Study to read course descriptions and graduation requirements

Step 2 – Log in to Powerschool (<https://westford.powerschool.com/public>) on your chromebook or laptop from February 18th– March 3rd.

PowerSchool SIS

Parent Sign In

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

Username

Password

[Forgot Username or Password?](#)

[Sign In](#)

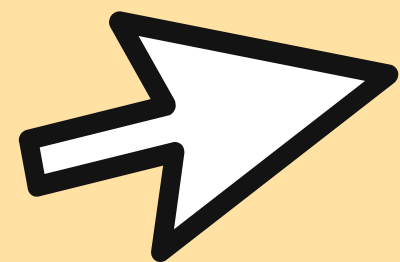
Student Sign In

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

[Student Sign In](#)



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



Navigation

Grades and Attendance

Grade History

Attendance History

Teacher Comments

Forms

School Bulletin

Class Registration

Balance

My Schedule

School Information

Grades and Attendance: Gosselin, Maia Joie-Marie

Grades and Attendance

Standards Grades

Attendance By Class																						
Exp	Last Week					This Week					Course	Q1	Q2	Q3	Q4	E1	S1	E2	S2	Y1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F												
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C(1,2,4,5,7)	.			.						.	039 English 10 H Email Kumar, Rashmi - Rm: 261	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	0	0
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F(2,3,4,6,7)			.							.	420 Chemistry CP Email Garrison, Leslie - Rm: 231	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	[i]	0	0
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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.)

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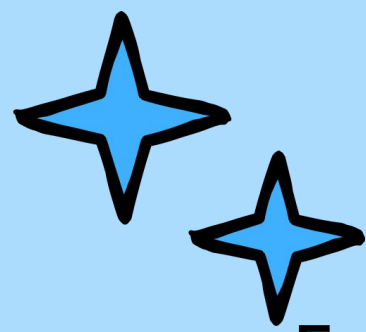
My Schedule

School Information

Welcome to the Westford Academy Class Registration System for 2022-2023 : Gosselin, Maia Joie-Marie

[View course requests](#)

English Number of requests to generate : 1	Click the edit button to request a course ➡	
Mathematics Number of requests to generate : 1	Click the edit button to request a course ➡	
History and Social Studies Number of requests to generate : 1	Click the edit button to request a course ➡	
World Language Number of requests to generate : 1	Click the edit button to request a course ➡	
Science Number of requests to generate : 1	Click the edit button to request a course ➡	
Physical Education/Wellness Number of requests to generate : 1	Click the edit button to request a course ➡	
PE Alternate Please select an alternate for PE Class. This needs	Click the edit button to request a course ➡	

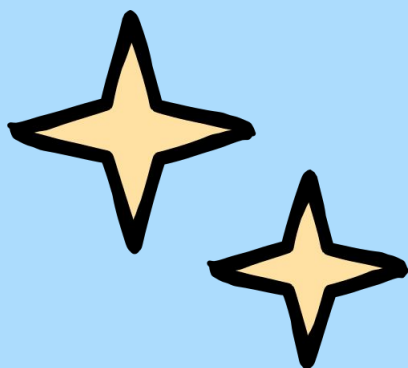


For an override (to request a change in level up): follow the steps below for completing a request for an override but you **MUST** select the course that you were recommended for. If the override is approved, those will be manually entered by each curriculum coordinator.

World Language

<input checked="" type="checkbox"/>	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		Recommended 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

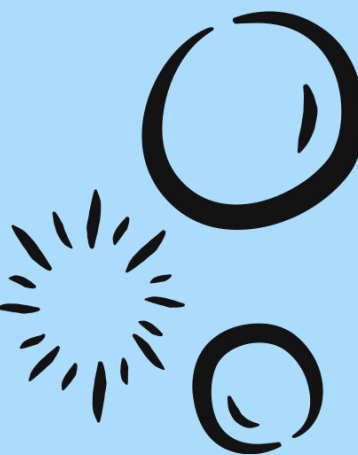
ORRRR JUST WATCH THIS VIDEO...

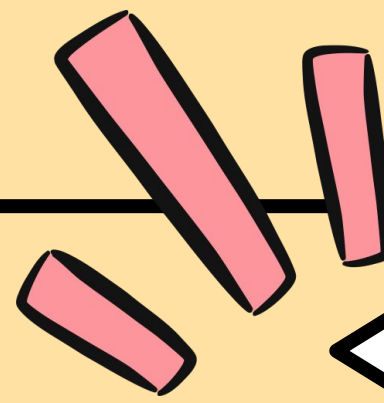




OVERRIDE PROCESS

- 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 2/17
- You must submit the Google Form by **MARCH 3, 2023 at 2 pm**. There are NO EXCEPTIONS to this deadline.





OVERRIDE FAQs

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

A: Your child 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.

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!

