

Dear Senior School Parents,

We hope your summer is going well. As the school year approaches, we have generated course lists for our Senior School students. These lists have the courses for which your student has been registered for the upcoming year. Form III and new students will receive their full schedule with teacher, classroom and time block information at orientation on August 26th and returning students will receive theirs on the first day of school, August 27th.

Please bear in mind that much care is put into your student's requests and every effort is made to accommodate them; however, it is unfortunately not always possible for every request to successfully fit into a schedule. If you would like to discuss your student's courses with someone in the Academic Office or would like to look at adding a course that was not requested in lieu of a course that did not fit, please contact the academic office after Monday, July 22nd. We will be sending a similar email to returning students next week (please encourage your student to check his/her email!). As we are trying to empower our students to take ownership over their experience at Shady Side, we hope they will reach out to us directly with concerns; we know this isn't always possible given summer schedules and travel and we will happily work with you when necessary.

Please find the instructions below for viewing your student's course list for the 2019-2020 school year:

1. Log in to the SSA Parent Portal using the Community Login page at: <https://www.shadysideacademy.org/parents/parent-portal>
2. Scroll down the page until you locate the box titled "Daily Schedule (MS/SS)," click the link for "VIEW YOUR CHILD'S DAILY SCHEDULE." On the screen that follows, click "View your information."
3. The page that follows may take a few moments to load. Once it does, click on the link at the top for "Registration" tab. (Be sure you have the correct student selected if you have more than one who will be attending SSA Senior School next year).
4. Make sure that the Academic year selected on the left hand side says "2019-2020."
5. Review your child's course list. **Please be aware that changes to the course section numbers listed may still occur for section balancing, but will not affect book orders.**
6. Log out when you have finished. If you have another child for whom you need to view the course list, please select his/her name from the "Student" dropdown list at the top left of the form and go through steps 1-5 again.

If you have trouble viewing the course list or logging into the portal, please email helpdesk@shadysideacademy.org.

Please note that, as in past years, textbooks **will not be available** for purchase at school. While students will be able to purchase packets for some courses and SSA agendas at the Tuck Shop at the beginning of school, we will be transitioning away from the Tuck Shop this year. Some limited school supplies will be available for purchase at the SSA Café in the new Glimcher Tech and Design Hub that will be opening with the start of school.

Books can be purchased online at the SSA Bookstore (<http://bookstore.mbsdirect.net/shadysideacademy.htm>) beginning August 1, 2019. Returning SSA families should use their account from the previous year and new SSA families will need to create an account. Students need to have the course list(s) and course code numbers to order books through the online bookstore. All orders over \$59 placed between August 1st--15th ship free (excluding marketplace orders). **Students are expected to have all of their year--long and Term I books on the first day of school.** Note: as you will see on the online bookstore, not all courses have textbooks that are ordered through the website.

You will find all information about course materials on the Online Bookstore listed by Course ID. Please visit the bookstore's [FAQ page for questions about ordering books](#) or watch this [instructional video](#). Please contact store@shadysideacademy.org with questions.

We would like to welcome our new Dean of Studies, Ms. Claire Logsdon to Shady Side. Ms. Logsdon comes to us from The Kinkaid School in Houston, Texas and we are thrilled that she will be joining the Academic Office. Ms. Logsdon will be working to oversee our strategic planning for our academic programs and curriculum and to aid our students in their academic success.

You may reach out to our Registrar, Ms. Sewchok, ksewchok@shadysideacademy.org or Ms. Logsdon, clogsdon@shadysideacademy.org if you have any questions.

We hope your summer continues to go well and we look forward to a great start to the 2019-2020 school year.

Sincerely,

Senior School Academic Office
Shady Side Academy