

Entering Course Requests in Home Access Center

Parents of current 6th and 7th grade students will be entering the next year course requests for their students directly into Home Access Center (HAC). Parents will have only a limited time to approve the teacher recommendations as course requests. **Please refer to the letter sent home with the middle school report card or the school website for the current registration deadlines.** Student HAC accounts do not have this functionality.

Our teachers have made their next year course recommendations based on the individual academic strengths of your child and their performance during the first three rating periods. Please consider this information as well as your understanding of his/her abilities to make a decision that best meets the needs of your child. Teacher recommendations have been entered in Home Access Center for you to review.

In addition to core courses, all students will be scheduled for special subject courses including: Family & Consumer Sciences, Information Technology, Music, Art, Technology Education, and Health and Physical Education. Seventh grade students will also be scheduled for additional special subject courses including: Media Center, Study Skills, Guidance, and Intro to World Language courses.

Please follow the steps below to complete your child(s) course requests.

Log on to Home Access Center Using a Guardian Account

If you are in need of your user name and password, please email hac@parklandsd.org. Information regarding logins and passwords will not be provided by telephone.

1. Open your web browser.
2. Go to the Parkland School District website at www.parklandsd.org then choose Home Access Center from the Quick Links Do not use a search engine such as Google or MSN to find the Home Access website.
3. The login screen opens. Logon with your user name and password.



HAC



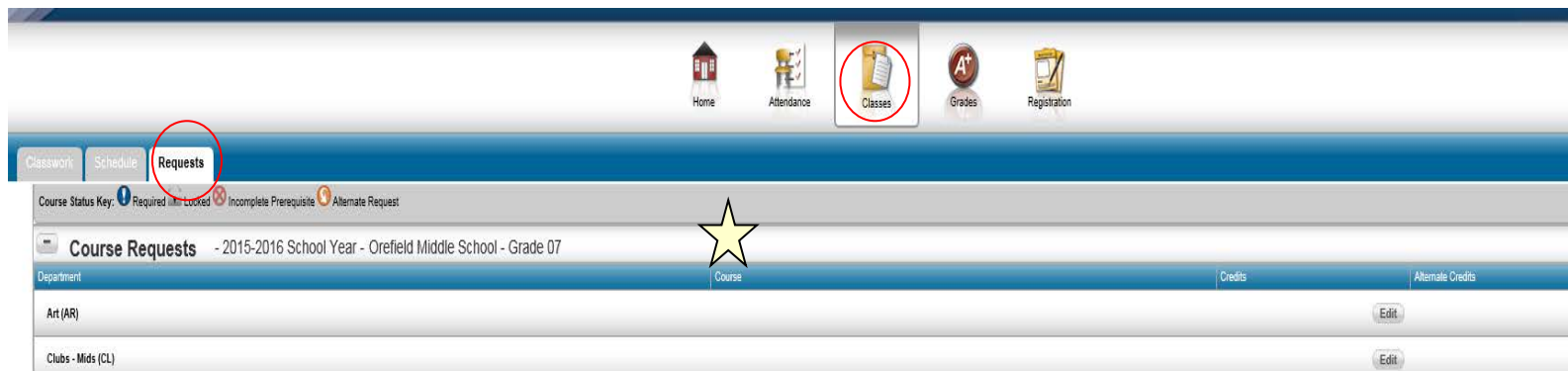
Note: The Forgot My Username or Password feature will only work if you previously logged on and had established a "challenge question". This feature will not work for parents that are first time users.

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- Home Access Center instructions to view demographics, update your phone number or email address, view bus information, grades, check attendance, and monitor class work, etc. can be found on the district website at <https://www.parklandsd.org/hac>
- The Home Access Center window will open. If you have more than one student you can use the **Change Student** button to navigate to your other children.



- To access the course recommendations page, select the **Classes** button then select the **Requests** tab. This page will display each of the course types that students will eventually be scheduled in. The recommended courses will display in the Course column. You will need to use the Edit button for each of the required courses in order to Save them as a course request.



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7. View the course recommendations individually. Each recommended course will require your approval.
8. To save the recommendation as a request, use the **Edit** button then either save it to approve it or select another course.

Classwork		Schedule		Requests	
Language Arts (LA)				<input type="button" value="Edit"/>	
	Lang Arts GHP (107G)	1.0000			
	Language Arts (LA) Total:	1.0000			0.0000
Mathematics (MA)				<input type="button" value="Edit"/>	
	Algebra I (327)	1.0000			
	Mathematics (MA) Total:	1.0000			0.0000
Music (MU)				<input type="button" value="Edit"/>	
	Music (707)	0.2500			
	Music (MU) Total:	0.2500			0.0000
Other (OT)				<input type="button" value="Edit"/>	
Physical Education (PE)				<input type="button" value="Edit"/>	
Science (SC)				<input type="button" value="Edit"/>	
	Science (407)	1.0000			
	Science (SC) Total:	1.0000			0.0000
Social Studies (SS)				<input type="button" value="Edit"/>	
	Social Studies GHP (207G)	1.0000			
	Social Studies (SS) Total:	1.0000			0.0000
Technology Education (TE)				<input type="button" value="Edit"/>	
World Languages (WL)				<input type="button" value="Edit"/>	
No Department				<input type="button" value="Edit"/>	

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- a. If you approve this recommendation, simply hit the **Save** button for each individual course.
- b. If you prefer a different course
 - Uncheck the existing teacher recommendation
 - Enter a checkmark in the Request column for the course you want then **Save**.

Important Notes:

- ✓ You must open each recommendation (Language Arts, Mathematics, Science, Social Studies) and Save it in order for a course request to be processed.
- ✓ When choosing a different math course, be sure to look carefully at the course number column. The last digit of the course you want will coordinate with the next year grade level.
- ✓ Do not make any changes in the Alternate column. The default ---Make Course an Alternate indicates that it is the regular course request.
- ✓ If your 7th grader has been recommended for Language Arts Seminar or Language Extension instead of a foreign language, simply open the screen and save it. Changes to this area would require counselor assistance.

Select A Course
Save Cancel

Department : Mathematics
 Requested Credits : 1.0000
 Alternate Credits : 0.0000

Course Status Key: ! Required o Suggested L Locked X Incomplete Prerequisite A Alternate Request

Request	Description	Course	Credit	Alternate
<input checked="" type="checkbox"/>	Algebra I	327	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	Algebra II	337	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	Algebra II	338	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	Pre -Algebra	317	1.0000	--- Make Course an Alternate ---
<input type="checkbox"/>	Pre-Algebra A	307	1.0000	--- Make Course an Alternate ---

Click on a column heading to sort by that column. Note that requested courses will always list first.

Once a parent/guardian clicks SAVE, he/she acknowledges that:(1) teacher recommendations have been reviewed with his/her child and (2) he/she agreed with the teachers' recommendations by not modifying the selections, or he/she disagreed with the teachers' recommendations and modified the selections.

Specifics on what courses your current 6th grader or current 7th grader should be making are on the next page!

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9. Parent Requests must be processed for the following subject areas:

a. **Current Sixth Graders**: Choose Regular Education or Gifted High Potential (GHP) courses

- Only One (1) Request per subject area.
 1. Language Arts
 2. Social Studies
 3. Mathematics (Pre-Algebra A, Pre-Algebra, or Algebra 1)
 4. Science
- Music – Select only one music option. Select either General Music or Band/Chorus/Orchestra.
- If Reading Seminar is recommended, it will replace the Intro to world Language (IWL) rotation. Students recommended for Reading Seminar will be scheduled accordingly unless notified otherwise. To request the IWL rotation, please contact your child’s guidance counselor

b. **Current Seventh Graders**: Choose Regular Education or Gifted High Potential (GHP) courses

- Only One (1) Request per subject area.
 1. Language Arts
 2. Social Studies
 3. Mathematics (Pre-Algebra B, Principles of Algebra, Algebra 1, or Algebra 2)
 4. Science
 5. World Language (French 1, German 1, Spanish 1, unless Language Arts Seminar or Language Arts Extension have been recommended then no other foreign language selection is possible.)
- Music – Select only one music option. Select either General Music or Band/Chorus/Orchestra.

Select A Course Save Cancel

Department : Language Arts
 Requested Credits : 0.0000
 Alternate Credits : 0.0000

Course Status Key: ! Required ! Suggested ! Locked ! Incomplete Prerequisite ! Alternate Request

Request	Description	Course	Credit	Alternate
<input type="checkbox"/>	Lang Arts GHP	108G	1.0000	-- Make Course an Alternate --
<input type="checkbox"/>	Language Arts	108	1.0000	-- Make Course an Alternate --

Click on a column heading to sort by that column. Note that requested courses will always list first.

For 7th grade students recommended for ***Language Seminar or Language Extension***, these courses will not appear in your Edit list of courses to pick from. Process a Save or if you want to change the selection, enter a checkmark for another course then Save your entry.

10. To assist you in this important decision, review your child’s academic progress for the current school year in Home Access Center. Please also use your understanding of his/her ability to make a decision that best meets their needs.

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Report Card tab:

Home Attendance Classes **Report Card** Grades Registration

Report Card For Reporting Period 2

View the Report Card for Reporting Period

Course	Description	Period	Teacher	Room	Alt.Credit	Em.Credit	MP1	MP2	MP3	MP4	MP5	MP6	FIN
017 - 7	Health	1	Mrs. Hoffman	C102	0.0000	0.0000		A-					A
207 - 7	Social Studies	2	Mr. Lewis	A155	0.0000	0.0000	B+	B					
407 - 9	Science	3	Mr. Mahmood	A159	0.0000	0.0000	C-	B					
3071 - 1	Mathematics	4A	Ms. Rutch	A152	0.0000	0.0000	B	A					
737A - 1	Chorus	5	Mrs. Swartz	B128	0.0000	0.0000		A+					
907 - 3	Technology Education	5	Mr. DiGiacomo	C109	0.0000	0.0000	C-						C
1071 - 2	Language Arts	6	Ms. Rutch	A152	0.0000	0.0000	A	B					

Test Score tab:

For parents of current 6th grade students, please also consider your child's score on the Algebra Placement Test. Students with scores equal to or above 85% are recommended to take Algebra 1 for the next school year.

Report Card **Test Scores**

Algebra I Placement Test Test: Alg1Place Level: 6 Form: 1	
Grade: 07 Age: 13 Building: Springhouse Middle School	
Subtest	Scores
Test Scores	Percentage: 85 Note: Student must score at least 85% to be recommended for Algebra I. Raw Score: 47/55

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Questions can be directed to your school Guidance Counselor.

School	Guidance Counselor	Guidance Phone
Orefield	Gregory Poremba	610-351-5750
Orefield	Lynda Strohl	
Orefield	Elaine Letoski	
Springhouse	Megan Jenkins	610-351-5700
Springhouse	Megan Bauer	
Springhouse	Michael Gross	
Springhouse	Allison McPeck	