



January 26, 2023

Dear Parent/Guardian,

This letter contains instructions for establishing your child's schedule for 2023-2024. You can check our Curriculum Guide with a description of each course, especially new courses and electives, on the Archbishop Hannan High School website at [www.hannanhigh.org](http://www.hannanhigh.org). Click on Academics and Curriculum Guide. Course selection will be done online through PowerSchool.

STEP 1: Beginning January 27, go to [hannanhigh.powerschool.com](http://hannanhigh.powerschool.com) and have your child log into his or her account. Please read all the instructions carefully before you and your child make the course selections for next year.

STEP 2: Choose "Class Registration" on the left menu bar under "NAVIGATION" and your child's choices will appear, based on his/her grade level courses, by "Subject."

STEP 3: For each "Subject," click on the pencil icon to the right to choose the desired course in that "Subject." Read all the course information (Prerequisite Notes) carefully before you and your child make the course selections. Your child has been given a sheet of recommendations for each subject area. Please consult this list for honors/AP recommendations. If you or your child has concerns regarding recommendations, please speak with the teachers before making your course selections. Many of the courses have prerequisites: Honors and AP classes have established criteria, and some courses are grade-specific. Please note that some subjects will only show one choice because all students in that grade must take that course. For all other "Subjects," you must choose a specific course by placing a check in the box in front of the course name. After each selection click "Okay" on the bottom to verify your choice. In total, your child's course selection should indicate 8 – 10 courses, including elective courses.

STEP 4: For electives, please also note the choices and select your child's top 3-5 elective choices. We will make every effort to schedule your child into his/her elective choices, which depends upon getting all your child's core courses scheduled first. There may be multiple pages of electives for your child's grade level. Please check the bottom of the elective box for additional page numbers. Remember to click "Okay" at the bottom after making each elective selection. Your child can be placed in **any of the electives** listed, depending on class availability and class times.

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STEP 5: After we receive this information back from you, our counselors will conference with your child about the choices. Some changes will be made by the counselors because of prerequisites, grade level, or academic requirements for Honors/AP courses. The counselors will guide your child toward a schedule that best fits his/her collegiate aspirations.

STEP 6: The scheduler will create the master schedule that places the greatest number of students into their selected classes. Inevitably, the master schedule will not be able to accommodate some classes for some students: maximum class size, conflicts in singletons (only one section), and a myriad of other reasons. At that point, we will hand-schedule those students, perhaps requiring a change in elective.

Please complete your course selections by Friday, February 3rd at noon. After February 3rd, you will no longer have access to course selections online through PowerSchool. After this deadline, only the administration can make schedule changes.

**It is very important that you and your child agree upon these selections. Once the master schedule is run, there is no guarantee that we can change your child's schedule.**

Sincerely,

Nancy Baird, Associate Head of School  
Archbishop Hannan High School