

Dear 8th Grade Students and Families,

We enjoyed meeting you during your visit to Staples last week and are excited to welcome you to our community!

Course Verification in PowerSchool

Since the course request window ended in March, the Staples Administration and School Counseling Department has been working to finalize the 2023-24 school master schedule and individual student schedules. We are pleased to announce that you may now view through the PowerSchool student/parent portal a list of the ninth grade courses for which you have been successfully scheduled. Click on “Next Year Schedule” on the left hand side, then carefully review your courses.

A few additional notes:

- While over 97 percent of course requests were met, it’s possible that you received one of your alternate elective choices, or that the semesters for two courses were switched in order for your schedule to work or to balance class sizes. In some cases, there was unfortunately not sufficient space to accommodate the level of interest, particularly in our elective courses, and you may have been assigned a free period instead.
- Only students with course conflicts, unmet course requests, or errors in their schedule will be permitted to make changes at this point. If you received all of your requested courses and simply wish to make a change, or if you wish to add a course to replace a free period, you will need to complete the Course/Schedule Change Request Form, available on the SHS Counseling website under [Forms](#). Submitted forms will be reviewed before school starts in August. Any changes will require administrative approval and only be granted in rare circumstances.
- If you plan to take a summer course for remediation or acceleration, pre-approval from your school counselor and the department coordinator is required (see the *Program of Studies* for more information and *Pre-Approval Form For Coursework Taken Outside Staples* available on the SHS Counseling website under [Forms](#)). Upon completion of the course, you will need to provide a transcript or report card showing grade and credit, and your schedule will be adjusted accordingly before school starts.
- There is always a possibility that student schedules will shift over the summer due to staffing and other changes. Additionally, semester courses may be flipped to balance course enrollment. Be assured, however, that we will seek to minimize changes as best we can. You will be able to view your complete, finalized schedule with specific periods and teacher names in August.

Meeting Your Staples Counselor

Staples school counselors will soon be meeting with each of their assigned eighth grade students on an individual basis at the middle schools (Bedford on June 8 and Coleytown on June 7 & 9). These meetings are coordinated entirely by the staff at the middle schools; students do not need to schedule an appointment.

During these individual meetings, Staples school counselors will review students' courses for ninth grade, including taking time to ensure all choices are appropriate and put students on track to meet necessary requirements, as well as address any scheduling conflicts that may have occurred. School counselors will also be able to answer questions that students may have about next year and life at Staples.

Look for further information coming soon regarding your orientation program with Link Crew in August. In the meantime, we encourage you to visit our [Class of 2027](#) page that's full of resources and information for students and families related to the high school transition.

Sincerely,

Staples High School Administration and School Counseling Department