

Dear Students and Parents/Guardians,

As we begin the course selection and scheduling process for the 2020-21 school year, the Staples Administration and Guidance Department would like to provide you with the following information.

The *2020-21 Staples High School Program of Studies* is posted on the [Staples website](#). Here you will find descriptions of the many Staples course offerings as well as detailed information to guide you in your decision making.

Throughout the month of January, teachers will present information to students regarding course and level options within their subject area. Teachers in English, Math, Science, Social Studies, and World Language, as well as some areas of the arts, will be making recommendations for each student in their class. Recommendations will be viewable through the PowerSchool Student/Parent Portal starting Tuesday, February 4. Teachers take great care in recommending courses, and students are encouraged to thoughtfully consider their perspective as they make selections.

From February 4 - February 14, students will pre-register for courses through PowerSchool. Specific instructions for students to follow will be provided at that time. All students will then meet individually with their school counselor throughout the rest of February and March to discuss plans, ensure all requirements are met, and finalize all selections, including alternate choices for electives. The schedule is as follows:

All Current Freshmen, Sophomores, and Juniors

- Course Pre-Registration through PowerSchool Student/Parent Portal: Tuesday, February 4 - Friday, February 14

Current Freshmen

- Individual student/counselor appointments: Monday, February 24 - Friday, February 28

Current Juniors

- Individual student/counselor appointments: Monday, March 2 - Friday, March 6

Current Sophomores

- Individual student/counselor appointments: Monday, March 9 - Friday, March 13

Friday, March 27 is the deadline for all changes to course requests and to override a teacher's recommendation.

Throughout April and May, the administration tallies student course requests, determines whether courses have sufficient enrollment to run, the number of sections, and staffing needed, and creates the master schedule.

In June, all students will receive verification of their scheduled courses, *without teacher names or periods*. School counselors will resolve schedule conflicts with any impacted students before the end of the school year. In August, students will be able to view their complete 2020-21 schedule online through the PowerSchool portal.

As you plan your courses, know that it is expected that schedules remain firm and students are committed to their scheduled courses for the full school year.

We encourage students, with the support of their families, to plan a balanced, appropriately challenging course load, based on their academic abilities and interests, outside activities and commitments, post-high school goals, and emotional well-being. If you have any questions about the course selection and scheduling process or would like to discuss your course options, please contact your school counselor. We look forward to working with you in making the best possible choices regarding your courses for next year.

Sincerely,

Staples High School Administration and Guidance Department