



Clearview Regional High School Guidance Office
625 Breakneck Road, Mullica Hill, NJ 08062 - 856-223-2710

Directions for Submission of Course Requests in PowerSchool

Please refer to the Grade Level Course Selection Sheet to view all courses offered by department/grade level.

The 2016-17 Program of Studies will be available at www.clearviewregional.edu by February 1.

Students and parents will be able to input their elective course requests in PowerSchool from January 15th to January 29th, 2016.

- Go to www.clearviewregional.edu, click on the PowerSchool link (located directly beneath the district name banner).
- Log-in using your PowerSchool user name and password.
- Click on the Class Registration icon and then choose the 'View Course Requests' link. The academic course in the sequence of study that the student is *trending toward* will display.
- Click back on the Class Registration icon and click on the pencil icon.
- The courses available in that area will appear in a pop-up window.
- To select a course, click on the box to the left of the course name and then click ok.
- Repeat this process for each course request (i.e. elective #1, elective #2, etc.)
- Click on submit when all course requests have been made.
- After clicking submit – all courses will appear.
- Click on log-out when finished.

Counselors will be conducting individual student appointments for course selection in February and March.

Course Changes:

No elective course request changes may be made after June 1, 2016.

Dropping down a course level: Students may make a request to drop down an instructional level (for example: from Honors to College Prep) at the end of the first marking period. After the first marking period, a meeting will be held with the student/parent/teacher/school counselor and Instructional Supervisor to assess the request and make a decision in the academic best interest of the student.

Moving up a course level: A student will need to present this request to the school counselor within the first two weeks of school.

Dropping a Non-Required Class for Study Hall: A student may not drop a class that is required for graduation. A student may drop a non-required course, without penalty, in the first marking period. A student may drop a non-required course in the second and third marking periods, but the drop will be recorded on the Official Transcript as a "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail), depending on the course average. Students will not be allowed to drop a class during the fourth marking period unless initiated by an Administrator.

High School Graduation Requirements:

4 years of English
4 years of PE/Health
1 year of World History
2 years of US History
3 years of Math

3 years of Science
1 year of World Language
1 year Visual & Performing Arts
1 year of Career and Tech Education
1 year of Financial Literacy