

TURNERS FALLS HIGH SCHOOL

*Ms. Annie Leonard, Principal
Ms. Kathi Smith, Assistant Principal
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Dear Parents/Guardians:

The year is flying by, and it is already time for your child to choose courses for next year!

Beginning March 25th, your child will be able to log into their PlusPortals account from home and select their courses for the 2019-2020 school year. This will give you and your child the opportunity to discuss their individual goals and post-secondary plans. **Students need to select their courses at home through PlusPortals, save (but not submit their selections) and bring their completed course selection sheet with them to the computer lab during their designated scheduling period which is scheduled to begin April 10th.** At that time, I will review their selections and verify they have selected a total of 45 credits worth of classes. Please note there are also paper copies of the Program of Studies and course selection sheets available in guidance if you do not have computer or internet access at home.

In order for students to schedule, they must have an activated student (not parent) PlusPortals Account. If students do not remember their own username and password or they have never set up their PlusPortals Account, they must come to guidance immediately to see Mrs. Kucenski to activate their account. **Students will not be able to schedule without this information.**

To access the Course Request Form in the PlusPortals, the student has to login with their username and password.

- Then click on the button called "Course Request"
- Click on the appropriate grade level form for next year.
- They can then select from the courses listed; but do not forget to check for recommended courses if there are any.
- Remember if your child has failed a class or needs a class for graduation, they must select that class as part of their 45 total credits.
- Please only click "**Save and Exit**" when done. Do not click "Submit" until the class meets in the computer lab.
- The total number of credits selected must equal 45 (including GAP).

I look forward to working with you and your child at this exciting time in their lives. Please feel free to contact me if you have any questions or concerns.

Sincerely,

Beth C. Fortin, M.Ed.

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