



SPARTANS

STAFFORD MIDDLE SCHOOL

Dear Parents/Guardians,

We recently shared a video with your 8th grade student during their Geography or Science class that explained the high school registration process. Materials about the various high schools, programs, and diploma types were discussed.

Students will register for 9th grade classes using a two-step process: completing a fillable PDF and completing online entry. BOTH steps are required. The fillable PDF course request form for your child's zoned high school was sent to them via email. Work with your child to select the courses that best fit their skills and interests. The "10 Easy Steps for 9th Grade Course Registration" sheet and the 2021-2022 Program of Studies will help navigate this process. Once the paper course registration form is complete, be sure to email the form to your child's counselor, Mrs. Williams, at wwilliamsse@staffordschools.net by January 21st, 2021.

Next you, will complete the online registration process. Your student may have started the selection in class, but will need to complete it at home. To access the Online Course request tool, your student will utilize their StudentVue account. Once you have logged in, click "Course Request" from the menu bar on the left-hand side of the screen. From here, you can make the same course requests that were selected on the paper form. For more detailed instructions on how to register online, please visit the SMS Counseling Department Webpage. The courses selected on this form and those chosen through StudentVUE, in addition to recommendations from your child's current teachers will be considered during this registration process.

There are two options regarding your final steps:

Option 1: VIRTUAL MEET WITH CHILD'S COUNSELOR

If you would like to discuss your student's 9th grade course selections with the student and their school counselor, complete the course request form with tentative choices and visit <https://bit.ly/2XBDWA6> to set an appointment online. If you are not using the student's email to set-up the appointment, be sure to add your child's name in the description box. Please remember to return the course request form via email by January 21st, 2021 and complete the online registration process through StudentVUE prior to attending your scheduled meeting.

Option 2: NO NEED TO MEET WITH CHILD'S COUNSELOR

If you do not feel the need to meet with your child's school counselor, the counselor will meet with your student individually to go over their requests before sending it to the high school. Please remember to return the course request form via email by January 21st, 2021 and complete the online registration process through StudentVUE.

If you are interested in learning more about the high school registration process and potential course pathways for your student, please attend SCPS's "High School Orientation Night" on January 28th, 2021. This event will likely be virtual.

Thank you for your support as your child begins this exciting next step in their education!

SMS School Counseling Team

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