



Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

January 2022

Students/Parents/Guardians,

As we continue to provide support to our students during the current school year, we are also preparing to plan for next school year. A significant portion of the planning for next school year involves the course selection process. This process is a very crucial part of what we do as a school to provide the optimum learning environment for all students. The school counseling staff wants to be sure that all students/parents understand the actual step-by-step process which we will be following over the next several weeks regarding the scheduling process. It is especially important for us to communicate information regarding this process since this year we are once again planning to use an online course selection process in order to schedule students for the 2022-2023 school year.

Students will receive scheduling materials electronically which will include this letter, course offering sheet, and instructions on how to access/enter course selections online. We encourage students and parents to review the Course Catalog at https://www.pwcs.edu/academics_programs/high_school_course_catalog. Since we were unable to hold our annual Curriculum Fair, teachers have created videos to highlight their department offerings. In addition, there are Dual Enrollment and AP videos. The videos will be posted on our website.

Course selections must be made in Student VUE, not Parent VUE.

Below is the scheduling timeline for the scheduling process for SY 22-23:

| | |
|---|--|
| January 10 th – January 23 rd | Teachers input course recommendations. |
| January 24 th | Course scheduling directions for rising 10 th , 11 th , and 12 th graders available in Canvas and school website. |
| January 24 th -January 30 th | Students/Parents/Guardians review teacher recommendations through the Student Vue web application and submit course selections for the 2022-2023 school year. Requests cannot be submitted via the Parent VUE application. |
| January 31 st | Students begin visits with their counselor to review/discuss course selections for the 2022-2023 school year. |

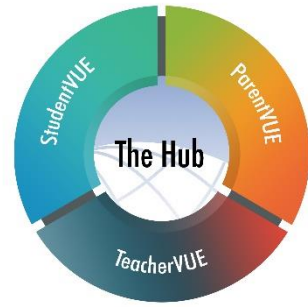
Keep in mind that the course selection process is a lengthy process which requires students, parents and school staff to work collaboratively throughout the entire process. The student's course requests determine our budgeting for next school year. It will be imperative that families review the information and submit any changes to the school counseling office by June 10, 2022.

Please feel free to contact your student's school counselor if you have any questions regarding the course request process.

| | | |
|-----------------|-----------------|--|
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Steve Smith

Director of School Counseling, Forest Park High School



Online Course Requests

Students



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INFORMATION TECHNOLOGY SERVICES

®

Student Information is stored electronically in the Prince William County Public Schools (PWCS) Student Information System (hereinafter “Synergy”). Enrolling students into the Prince William County (PWC) student information system is *extremely important*. Student membership is used to determine the amount of funding schools receive from federal and state governments, the number of teachers and staff that can be hired, and is a major factor in most decision-making.

Management of student records in PWC Schools is governed by PWCS Regulation 700, which can be accessed via the PWCS website. Student records (paper and electronic) in PWC schools shall also be maintained in accordance with the procedures outlined in the State Department of Education publication entitled *Guidelines for the Management of the Student’s Scholastic Record in the Public Schools of Virginia*, which can be accessed online at:

http://www.doe.virginia.gov/boe/regulations/secondary_sch_transcripts/management_scholastic_records.pdf

These records shall be managed in compliance with applicable laws and regulations, including the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), the Protection of Pupil Rights Amendment (PPRA), the Individuals with Disabilities Education Act (IDEA), the Virginia Public Records Act, and the Code of Virginia.

Synergy contains confidential data that must be properly safeguarded. The responsibility for protecting student information accompanies any need to access, use, or release this information. PWCS Regulation 295-1 Computer Systems and Network Services – PWCS Responsible Use and Internet Safety Policy govern all use and access to electronic student records.

Any personally identifiable information, whether it pertains to staff or to students, is considered to be confidential. Synergy users must protect the security and integrity of all confidential information at all times. In addition to PWC Regulations, the following are additional guidelines that must be followed for student information stored in Synergy:

The Information Technology Services Student Information Services (SIS) team has provided a standard security setup for the student information program that limits access to certain pages and fields based on a user’s responsibilities, as well as training received. Below are some important reminders when accessing confidential student records and information:

- At no time should passwords be divulged, nor should workstation passwords be shared.
- Staff must exercise caution in the disposal of printouts and shred all personally identifiable information. This includes partial printouts that may result from printer paper jams or from report print runs.
- All users must log off Synergy before leaving their workstations.

Prince William County Public Schools (PWCS) does not discriminate in employment or in its educational programs and activities against qualified individuals on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, or disability. PWCS provides equal access to the Boy Scouts and other designated youth groups. The following individual will handle inquiries regarding nondiscrimination policies, including Section 504 and Title IX:

Associate Superintendent for Human Resources

Prince William County Public Schools, P.O. Box 389, Manassas, VA 20108

Table of Contents

| | |
|---------------------------------------|----------|
| Managing Course Requests | 4 |
| ➤ Graduation Status Summary..... | 4 |
| ➤ Adding a Course Request..... | 5 |
| ➤ Removing a Course Request | 6 |

Managing Course Requests

For the 2022-2023 school year, students will submit course requests online using the StudentVUE web application and/or the StudentVUE mobile application. Schools will be responsible for communicating the dates made available for online course requests. Students will need to refer to their school course catalog to identify course offerings.

The **Course Request** page in StudentVUE allows students to view or modify course requests for the next school year. Parents will be able to view requests in ParentVUE. The screen displays the following information:

- A list of the student's current course requests
- Any alternate electives requested, if selected
- Any teacher recommendations made by school staff
- Comments related to the requests, such as *Teacher recommended*, *Previously taken*, etc.
- Graduation Status Summary (for high school students only)

➤ Graduation Status Summary

The student's **Graduation Status Summary** displays at the bottom of the screen for high school students. The chart will display the subject areas required for graduation, with the total number of credits required, credits completed, credits in progress, and credits expected based on next year's course requests. The student's remaining credits display last, providing students and parents insight on their progress toward graduation. This grid should be used to ensure the requests made apply toward graduation.

| Graduation Status Summary | | | | | |
|---------------------------------|---------------|--------------|--------------|--------------------------------|---------------|
| Subject Area | Required | Completed | In Progress | ↓ Credit for Requested Courses | Remaining |
| Electives | 3.00 | 0.00 | 0.00 | 3.00 | 0.00 |
| English | 4.00 | 0.00 | 1.00 | 1.00 | 2.00 |
| Mathematics | 4.00 | 0.00 | 1.00 | 1.00 | 2.00 |
| Health & Physical Education | 2.00 | 0.00 | 1.00 | 1.00 | 0.00 |
| Laboratory Science | 4.00 | 0.00 | 1.00 | 0.00 | 3.00 |
| History & Social Sciences | 4.00 | 0.00 | 1.00 | 0.00 | 3.00 |
| World Languages | 3.00 | 1.00 | 1.00 | 0.00 | 1.00 |
| Fine Arts/Career & Technical Ed | 1.00 | 0.00 | 1.00 | 0.00 | 0.00 |
| Economics & Personal Finance | 1.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Total | 26.000 | 1.000 | 7.000 | 6.000 | 12.000 |

➤ Adding a Course Request

1. Sign into [StudentVUE](#) via the web or the mobile app.
2. Click **Course Request** on the left navigation panel. The *Course Request Selection* page opens.

COURSE REQUEST

Dear Students, Please review the course recommendations submitted by your teachers then enter your preliminary course requests for 2021-2022 by January 31st. All students who will attend BHS next year will have an individual virtual academic advising meeting with their school counselor (mid-February - early April). Current BHS students who will attend Gainesville High School next year will have an individual virtual meeting with a representative from the Gainesville school counseling department.

Battlefield High School (571-261-4400) Selection Time Period: 11/14/2021 - 1/31/2022
2022-2023 School Year, Grade: 11 Counselor: Stephanie McGann

[Click here to change course requests](#)

| Selected Course Requests | | Credit |
|---|---------------------|--------------|
| Department: Electives Course ID: 081601 Course Title: English 16 | | 0.000 |
| Department: Electives Course ID: 081602 Course Title: Social Studies 16 | Teacher recommended | 0.000 |
| Total | | 0.000 |

3. Review any *Teacher Recommendations* and the *Graduation Status Summary* to make note of subjects still needed for graduation.
4. Click the **Click here to change course requests** button.
 - a. If course requests have already been made, they will be listed in a grid labeled **Selected Course Requests**.
 - b. If alternate requests have already been made, they will be listed in a grid labeled **Selected Alternate Course Requests**.
 - c. If any courses have been recommended by staff, they will be listed in a grid labeled **Teacher Recommendations**.
 - d. The **Search Courses** grid will display for all students, while the *Online Course Request* window is open.
5. Review the **Teacher Recommendations** grid, if displayed and accept recommended courses as desired.
 - a. Click the **+ Add Request** button to move the course to the *Selected Course Requests* grid.
 - b. Click the *** Add Alternate** button to move the course to the *Selected Alternate Course Requests* grid.
6. Navigate to the *Search Courses* area to add course requests.

Search Courses

Enter a search value to filter any of the applicable course fields.

Search Courses

| Add | Req | Alt | Course |
|---|-----|-----|--|
| <input type="button" value="+ Add Request"/> <input type="button" value="* Add Alternate"/> | | | Department: Career and Technical Education Course ID: 611520 Course Title: Prin Bus/Mkt Credit: 1.000 |

7. Enter a keyword in the **Search Box** to narrow the list of courses. This can be a *Course ID* or any part of a *Course Title* or *Department Name*.

8. Select the desired course:

- Click the **+ Add Request** button to move the course to the *Selected Course Requests* grid.
- Click the *** Add Alternate** button to move the course to the *Selected Alternate Course Requests* grid.

9. Continue searching for all desired courses until all requests have been made.

10. If desired, prioritize the *Alternate Course Requests* by clicking the *dotted icon* to the left of the *Alternate Course Request*; drag and drop into the appropriate order.

| Selected Alternate Course Requests | | | | |
|------------------------------------|----------|----------|--|--------|
| | Action | Priority | Course | Credit |
| ⋮ | ✕ Remove | 1 | Department Career and Technical Education Course ID 611520 Course Title Prin Bus/Mkt | 1.000 |
| ⋮ | ✕ Remove | 2 | Department Career and Technical Education Course ID 613120 Course Title Business Law | 1.000 |

11. Click the **Click here to return to course request summary** button (at the top of the screen) when finished.

➤ Removing a Course Request

- Sign into [StudentVUE](#) via the web or the mobile app.
- Click **Course Request** on the left navigation panel. The *Course Request Selection* page opens.
- Click the **Click here to change course requests** button.

💡 A *Comment* will display if the student is currently enrolled in or has previously taken the course.

4. Click the **Remove** button next to any requests to be removed; the course will immediately disappear.

| Click here to return to course request summary | | | | |
|--|--|---------------------------|--|--|
| Selected Course Requests | | | | |
| Action | Course | Credit | | |
| ✕ Remove | Department Electives Course ID 081601 Course Title English 16 | 0.000 | | |
| ✕ Remove | Department Electives Course ID 081602 Course Title Social Studies 16 | Teacher recommended 0.000 | | |
| Total | | 0.000 | | |

5. Click the **Click here to return to course request summary** button to save the changes.

FOREST PARK HIGH SCHOOL SCHEDULING FORM

Diploma Type: Advanced / Standard

Grade: 9 10 11 12

Date: _____

Name: _____

Student Signature: _____

IT Program: _____ IEP: _____ ESOL: _____

[PWCS COURSE CATALOG LINK](#)

| LANGUAGE ARTS | | MATHEMATICS | | SCIENCE | | WORLD LANGUAGE | | MUSIC | |
|----------------|----------------------|--------------------|-------------------------------|--------------------------------------|-----------------------------|----------------|-----------------------|---|--------------------------|
| 113020 | ENGLISH 9 | 313020 | ALGEBRA I | 421020 | EARTH SCIENCE | 511020 | FRENCH I | 923233 | PERCUSSION |
| 113067 | ADV ENGLISH 9 | 314320 | GEOMETRY | 426020 | ASTRONOMY | 512020 | FRENCH II | 923335 | INT BAND |
| 114020 | ENGLISH 10 | 314367 | ADV GEOMETRY | 425020 | OCEANOGRAPHY | 513020 | FRENCH III | 923420 | ACCEL RATED BAND |
| 114067 | ADV ENGLISH 10 | 313420 | ALG, FUNC, DATA, ANALYSIS | 427060 | AP ENVIRONMENTAL SCI | 514062 | ADV FRENCH IV | 924466 | ADVANCED BAND |
| 115020 | ENGLISH 11 | 313520 | ALGEBRA II .5 | 427082 | AP ENVIRONMENTAL SCI DE | 517061 | AP FRENCH V | 923820 | INT ORCHESTRA |
| 119660 | AP ENGLISH 11 | 315421 | DISCRETE .5 | 431020 | BIOLOGY | 551020 | SPANISH I | 923931 | CONCERT ORCHESTRA |
| 115082 | ENGLISH 11 DE | 315021 | TRIGONOMETRY | 431067 | ADV BIOLOGY | 552020 | SPANISH II | 923966 | ADVANCED ORCHESTRA |
| 116020 | ENGLISH 12 | 313566 | ADV ALG II | 437060 | AP BIOLOGY | 553020 | SPANISH III | 928066 | ADVANCED CHOIR |
| 119560 | AP ENGLISH 12 | 316020 | ALGEBRA III w/TRIG | 432020 | BIO II SURVEY | 554062 | ADV SPANISH IV | 928532 | ACCELERATED TREBLE CHOIR |
| 116087 | Srvy World Lit 12 DE | 316266 | PRECALC W/TRIG FOR AB | 434020 | BIOLOGY II ECOLOGY | 558061 | AP SPANISH V | 926030 | TREBLE CHOIR |
| 116088 | ENGLISH 12 DE | 316282 | PRECALC/TRIG AB DE | 441020 | CHEMISTRY | 521020 | GERMAN I | 928920 | CONCERT CHOIR |
| 116520 | GLOBAL LIT. | 317666 | PRECALC w/Trig for BC | 441067 | ADV CHEM | 522020 | GERMAN II | 928031 | BASS CHOIR |
| 117120 | CREATIVE WRIT I | 317760 | AP CALCULUS AB | 447060 | AP CHEMISTRY | 523020 | GERMAN III | 922660 | AP MUSIC THEORY |
| 117720 | CREATIVE WRIT II | 317761 | AP CALCULUS BC | 451020 | PHYSICS I | 524020 | ADV GERMAN IV | 923321 | MARCHING BD (.5) |
| 151531 | CREATIVE WRIT III | 318480 | ADV COMP MATH | 457160 | AP PHYSICS C: Mechanics | 541020 | RUSSIAN I | INFO TECHNOLOGY - Must be in IT Program | |
| 121520 | PHOTOJOUR/YRBK | 318561 | AP COMPUTER PRINCIPLES | CAREER AND TECHNICAL EDUCATION (CTE) | | 542020 | RUSSIAN II | 663088 | IT WEB TECH DE |
| 144620 | FILM STUDIES | 318560 | AP COMP SCI A | 840020 | GAME DESIGN & DEVELOPMENT | 543020 | RUSSIAN III | 663187 | IT ADV WEB TECH DE |
| SOCIAL STUDIES | | 318566 | CS: DATA STRUCTURES/ALGO. | 840166 | ADV. GAME DESIGN | 544062 | ADV RUSSIAN IV | 667020 | IT FUNDAMENTALS |
| 221520 | WLD HIST/GEO I | 319020 | STATISTICS | 843920 | PROJECT LEAD THE WAY | ART | | 862820 | CYBER SYS TECH |
| 221567 | ADV WLD HIST I | 319260 | AP STATISTICS | 844020 | PLTW DIG. ELEC. | 912020 | ART I | 862920 | ADV CYBER SYS TECH |
| 221620 | WLD HIST/GEO II | 319966 | ADV. CMP. STUDIES | 844166 | PLTW PRIN.ENG. | 913020 | ART II | BUSINESS | |
| 238060 | AP WLD HIST | ARMY JROTC | | 843066 | CIVIL ENG. & ARCHITECTURE | 914020 | ART III | 611520 | PRIN BUS/MKT |
| 238820 | AFRICAN AM. HIST | 791332 | JROTC I | 844320 | ENG. DESIGN & DEVELOPMENT | 918020 | COMPUTER ART | 613520 | BUSINESS MANAGEMENT |
| 236020 | US HIST | 791632 | JROTC II | 821920 | INDEPENDENT LIVING | 914730 | ART PORTFOLIO PREP | 612020 | ECONOMICS & PERS FINANCE |
| 236087 | US/VA HIST DE | 791832 | JROTC III | 823220 | CHILD DEVELOPMENT | 915320 | IT GRAPHIC DESIGN | 613120 | BUSINESS LAW |
| 231960 | AP US/VA HIST | 791932 | JROTC IV | 822920 | NUTRITION/WELLNESS | 918030 | IT COMP GRAPHICS I | 632020 | ACCOUNTING |
| 244020 | US/VA GOV | PHYSICAL EDUCATION | | 906220 | VA TEACHERS FOR TOM I (App) | 918120 | IT COMP GRAPHICS II | 632166 | ADV ACCOUNTING |
| 244560 | AP GOV | 730020 | HPE I | 907220 | VA TEACHERS FOR TOM II | 918031 | IT MULTI SOFT I | 661220 | COMP INFO SYS |
| 244087 | US/VA GOV DE | 740520 | HPE II | OTHER | | 918130 | IT MULTI SOFT II | 661366 | ADV COMP INFO SYS |
| 245060 | AP COMP. GOV | 764020 | PERSONAL FITNESS | 980831 | LEADERSHIP SEMINAR I | 919020 | PHOTOGRAPHY I | 663020 | DESIGN MULTI/WEB |
| 290020 | PSYCHOLOGY | 765020 | PRINCIPLES OF WEIGHT TRAINING | 980832 | LEADERSHIP SEMINAR II | 919120 | PHOTOGRAPHY II | 663120 | ADV DESIGN MULTI/WEB |
| 290260 | AP PSYCHOLOGY | 767020 | UNIFIED PE | 980833 | LEADERSHIP SEMINAR III | 914860 | AP STUD ART 2D DESIGN | 664020 | PROGRAMMING |
| 250020 | SOCIOLOGY | DRAMA | | 909960 | AP SEMINAR | 915060 | AP STUD ART DRAWING | 812020 | MARKETING |
| 280060 | AP ECON | 141020 | THEATRE | | | | | 817520 | SPORTS/ENT. MARKETING |
| | | 142020 | THEATRE 2: EXPLOR PERF. | | | | | 909320 | ENTREPRENEURSHIP |
| | | 143520 | THEATRE PROD | | | | | | |

| | | | |
|---------------|-----|-----|-----|
| ALTERNATIVES: | 1 > | 2 > | 3 > |
|---------------|-----|-----|-----|

****Advanced & AP courses are rigorous; double homework & reading. Student must be multi-taskers, strong time managers, self-learners & skillful writers.**