

### **Registration & Course Selection Timeline**

**(For Incoming Gr. 9 Students Currently Enrolled in a Parkland School Division School)**

#### **November:**

- In November, our Grade 10 team (Counsellor and Administrator) for the following year will do the “MCHS First Virtual Visit” for all of the Grade 9 students from our feeder schools. This is an initial overview of what high schools need.

#### **February:**

- PSD registration will be open on the [PowerSchool Parent Portal](#) around the beginning of February. Registration closes around Spring Break. Please ensure that you register through the Parent Portal and **NOT** as a New Student.  
**\*\*NOTE\*\*** If your designated school is **NOT** Memorial Composite High School you will need to complete a [School of Choice Form](#). You can complete the Parent Portal RSVP registration for Spruce Grove Composite High School and attach the completed form in the documents section.
- The MCHS Open House will be held sometime after registration has opened. Please watch the [Calendar & Events](#) page of our website for the date.
- From the middle to end of February, the Grade 10 Team will visit each of our feeder schools to explain the process of Course Selection to have the students begin to consider which academic route they plan to take, as well as which elective courses interest them. We will leave our Grade 10 Course Selection Sheets with the teachers at each visit.

#### **March:**

- Around the middle of March, grade 10 course selection will begin. The core classes are recommended by the teachers and the students select options. Students will then bring the Grade 10 Course Selection Sheet back to their teacher and then go online during the school day to select courses the week before spring break. Teachers collect the sheets and the school sends them to us to double check in our system.

#### **June:**

- Timetables will be released. If a student does not have a course they wanted they can put in a request to either have the change made, if possible, or added to the waitlist if classes are full.
- Timetable change requests can be submitted through the available form in June through August. Not all changes are possible, but grade level counsellors and assistant principals will contact students about their requests. Changes will be completed before the end of June where possible or upon return in August. Changes are not made during the summer. Email requests will not be considered as teams use the form to ensure we are looking at when requests come in on the whole. Repeat requests for the same change are deleted. Changes are not possible if the request is for specific teachers or to be with friends.

**August/September:**

- Timetable change requests from the summer will be looked at upon staff returning in August, prior to the first day of school. Courses taken in summer school should be noted in the request form so staff know to remove repeated classes from timetables.
- First day of school. There is a staggered entry at the High School level, which will involve the Grade 10's starting on the first day, the Grade 11 & 12's attending the next day, and then everyone together on the third day of school.
- Semester 1 timetable changes will occur until the end of the 2nd week of school.
- Timetable changes for semester 2 can be made anytime during semester 1 and within the first week of semester 2.

## **Registration/Course Selection Timeline for Current MCHS Students**

### **February:**

- PSD registration will be open on the [PowerSchool Parent Portal](#) around the beginning of February. Registration closes around Spring Break. Please ensure that you register through the RSVP (Returning Student Verification Page) section in the Parent Portal and **NOT** as a New Student.

### **March:**

- Each student will be given a Course Selection Planning Sheet for their next year grade level prior to Spring break.
- Just after Spring Break, grade 11 & 12 online course selection will begin. They will be able to submit their selections online (from home or at school) within the two week time-frame that will be laid out in their grade level Google Classroom. The Course Selection Planning Sheets **DO NOT** need to be returned to Student Services, unless the student is unable to submit online.

### **June:**

- Timetables will be released. If a student does not have a course they wanted they can put in a request to either have the change made, if possible, or added to the waitlist if classes are full.
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## **New Student Guide and Requirements**

New Student Registration must be completed on the [PSD Website](#). Each new student registration will require the following documents prior to being accepted:

- ☐ A valid **government ID** (preferably a birth certificate as they do not expire). If the student was born outside of Canada, we will also require valid citizenship documents before the registration can be processed. Pdf copies of these documents can be attached to the Documents tab of the registration form.
- ☐ A **proof of address** (driver's license, utility bill, or any official document) that included one or more of the guardian's names and the address given on the registration. These can also be attached in pdf form to the Documents tab of the registration form.
- ☐ If the student's designated school falls **OUTSIDE** the MCHS catchment area, we will also need a [School of Choice Form](#) completed. Please attach a pdf copy of this form to the Document tab of the registration form. Out of Jurisdiction Students (who live outside of the PSD boundary) are asked to submit this form as well.

For New Students registering for the Next School Year:

- Course Selection material will be emailed to the guardian(s) once we have received all the necessary documentation listed above. An intake meeting may be required with the Grade Level Team (counsellor and administrator).
- We do not arrange tours for students entering the next school year. Please watch the [Calendar & Events](#) page of our website for the date of our Open House in February.

For New Students joining MCHS midway through the year:

- If the student will be joining MCHS for Semester 2, an intake meeting may be required with the Grade Level Team (counsellor and administrator) prior to the registration being processed.

### **\*\*Please note\*\***

If a New Student Registration is received **more than halfway** through either Semester 1 (mid-November) or Semester 2 (mid-April), the student may be asked to complete the current term with their present school if possible, or they will be referred to finish the term through [Connections For Learning](#) and asked to register with MCHS again for the following semester.