Division Avenue High School
120 Division Avenue
Levittown, NY 11756-2997
(516) 434-7150

John Coscia, *Principal*

Daniel Fazio, *Assistant Principal*　　　　　　　　**Sam McElroy,** *Assistant Principal*
Mark Curtiss, *Guidance Chairperson*　　　　　　**Christin Snow,** *Special Ed Chairperson*

December 7, 2022

Dear Parent/Guardian:

The first phase of the scheduling process for the upcoming 2023-2024 school year will begin in the coming weeks. Please review and discuss course offerings with your child so that scheduling is a result of informed and thoughtful decisions. The updated Levittown District Course Catalog is available on the Division Avenue webpage for students and parents to review course options for the 2023-2024 school year.

The PowerSchool Scheduling Portal will be open for students from Thursday, December 15, 2022 through Tuesday, January 3, 2023. You will find the Online Course Request tutorial on the back of this letter. Students will then meet with their respective counselors during their English class to review courses chosen. These dates will be provided to your son/daughter in January. When scheduling, please pay close attention to pre-requisites – a required course (or courses) that must be completed prior to enrolling in the next-level course – which are listed in the catalog under the individual course descriptions.

You will be able to view your child's course requests for the 2023-2024 school year on the parent portal beginning Friday, February 10, 2023.

Please note that any changes to course requests must be made <u>no later than Friday, February 17, 2023</u>. Staffing for 2023-2024 is based on student course requests. Therefore, change requests after this date may not be accommodated. If you have any questions regarding your child's course selection or would like to schedule an appointment with your child's counselor to review their choices, please contact the Guidance office at 434-7150 Option 3.

Sincerely,

Mark Curtiss
Guidance and Counseling Department Chairperson

Division Avenue High School
120 Division Avenue
Levittown, NY 11756-2997
(516) 434-7150

John Coscia, *Principal*

Daniel Fazio, *Assistant Principal*   **Sam McElroy,** *Assistant Principal*
Mark Curtiss, *Guidance Chairperson*   **Christin Snow,** *Special Ed Chairperson*

Tutorial - Student Entry Of Online Course Requests:

1. **Access the Levittown Public Schools Homepage -** http://www.levittownschools.com/
2. Select PowerSchool Student Portal link under STUDENTS
3. **Enter the same student username and password used in school** on the PowerSchool Student and Parent Sign-in page
4. Click on the 2023-2024 Course Request Entry icon at the top of the portal page
5. Choose courses for each subject area by clicking the pencil icon on the right. Courses chosen or pre-selected (such as lunch) will display on the page. *A red exclamation indicates a required course has not been selected yet. A green check indicates a course has been selected or is not required.*
6. Check the box to the left of the course you would like to register for. Use the page buttons at the bottom of the course selection window to advance to courses on the next page. Click the **OKAY** button when finished choosing desired courses.
   - Core courses such as English are required and must be selected
   - Elective courses are divided among subject area – depending on what you can fit into your schedule will determine how many electives you can select. It is not required to pick electives from every category.
7. Confirm the correct course names appear on the request screen for each subject area
8. At the bottom of the request screen, you will see how many total credits your chosen courses add up to. You must select a sufficient amount of courses that sum between 7 and 9 credits in order to submit your requests
9. **Click Submit** on bottom right of screen
10. **The students will be scheduled to meet with their counselor to review their course selections after submission.**