



LEVITTOWN PUBLIC SCHOOLS
General Douglas MacArthur High School
3369 Old Jerusalem Road
Levittown, New York 11756
(516) 434-7225



Principal
Joseph Sheehan

Assistant Principal
Anne Marie Rao

Assistant Principal
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Guidance Chairperson
Elizabeth Hammer

Dean of Students
Steven Fazzolari

December 9, 2021

Dear Parent/Guardian:

The first phase of the scheduling process for the upcoming 2022-23 school year will begin in the coming weeks. Beginning next week, the updated Levittown District course catalog will be available on the MacArthur webpage for students and parents to review course options for the 2022-2023 school year. Please review and discuss course offerings with your child so that scheduling is a result of informed and thoughtful decisions. *Please be aware of the following:*

- Counselors will be visiting 9th, 10th & 11th grade English classes during the week of Dec. 13th to review graduation requirements and overall scheduling process.
- **All students must enter their course requests for the 2022-23 school year in the parent portal. The portal will open on Thurs. Dec. 16th and close on Tues. Jan. 4th.** *Please see the tutorial on reverse side for instructions on how to access parent portal and enter course requests.*
- We will be arranging a field trip in February to GC Tech and Barry Tech BOCES for current 10th grade students who are interested in attending a half day vocational program next year. Interested students should contact their counselor for a permission slip. There are limited seats available for these field trips.
- After the portal closes, counselors will meet with students in January/February to review their requests and make any necessary changes. *If you would like to be a part of your child's scheduling appointment (via zoom or phone conference), please contact your child's counselor no later than Dec. 20th to schedule your appointment. We also have a limited number of evening appointments available.*
- **You will be able to view your child's finalized course requests for the 2022-23 school year on the parent portal beginning at 12pm on Friday, February 11, 2022.**
- **Please note that any changes to course requests must be made no later than Friday, February 18, 2022.** Staffing for 2022-23 is based on student course requests. **Therefore, we may not be able to accommodate any changes to requests after this deadline has passed.** If you have any questions or concerns about your child's course selection, please contact the guidance office at 434-7225. On behalf of the entire counseling staff, we wish you a wonderful holiday season!

Sincerely,

Elizabeth Hammer
Guidance Chairperson

Tutorial - Student Entry Of Online Course Requests:

1. **Access the Levittown Public Schools Homepage -**
<http://www.levittownschoools.com/>
Select PowerSchool Student Portal link under STUDENTS
2. **Enter the same student username and password used in school** on the PowerSchool Student and Parent Sign-in page
3. Click on the **Course Request Entry** icon at the top of the portal page
4. 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.*
5. 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.
6. Confirm the correct course names appear on the request screen for each subject area
7. At the bottom of the request screen, you will see how many total credits your chosen courses add up to. Underclassmen must select a sufficient amount of courses that sum between 7 and 8 credits in order to submit your requests
8. **Click Submit** on bottom right of screen

You will be scheduled to meet with your school counselor in January/February to review your course selections after submission.