Directions for Entering 9th Grade Course Requests 2020 - 2021
Through the Parent/Student Portal

We encourage families to enter course requests through the Parent Portal. Each student will select eight courses. This will not replace the individual meetings that school counselors will have with all rising 9th grade students to discuss course registration. Henley counselors will meet with students/families in January and February.

HMS Families will have the ability to make these online course requests from January 22 - January 28. Families are reminded that in order to select courses through the parent portal, they must first obtain their student’s access key from the Henley main office during regular school hours. Please complete the accompanying worksheet before entering your course requests online.

Please follow these directions for entering elective course requests:

1. Sign into the Parent Portal
2. Click Class Registration from the navigation bar – the class registration page will appear
3. Click the Pencil icon to select courses
4. Make note of teacher recommendations before selecting courses
5. All 8th grade students will automatically be registered for Freshman Seminar, as this class is required of all ninth graders in Albemarle county. This course counts as the first of your eight.
6. All 8th graders will choose the same levels of English 9 and World History I for their Global Studies class.
7. Select a course. You must look at the course number to identify which level at which the course is being taught. “AD” at the end of the course number is Advanced, and “HO” at the end of the course number is Honors.
8. Click OK
9. Repeat for the next course
10. Use your worksheet to make sure that you have chosen eight courses and three alternates
11. When all courses have been chosen, scroll to the very bottom of the page and click submit

Important Information:

- Algebra I is a prerequisite for taking Honors Biology.
- AVID requires an application which is due by January 16, 2020. Applications are available in the Henley School Counseling Office and on the Henley website. Application classes can only be listed as alternate electives. If accepted, Henley counselors will make this adjustment.
- Health and PE are semester classes that are worth 0.5 credits each; together they count as one of your eight classes.
- PE I is also offered as an online course, and will meet during the 2nd quarter of school. You will receive and email through your school email close to the starting time for that class with information you will need.
- Health I is also available as an online course. Students who choose to take Health I online during the school year will schedule this when you meet with your Henley counselor. Virtual health I will occur during second semester.
- Health and PE are also available as early morning classes that meet from 8:00 - 8:50 Monday through Thursday. Transportation is not provided for early morning classes.
- Study Hall is not recommended for ninth grade students as you will have access to study hall weekly through your Freshman Seminar.
- April 24 is the last day for all schedule changes.
- Please remember to bring the completed worksheet that is on the back of this page with you when you meet with the Henley counselor for your 9th grade course registration conference.