

Entering Course Requests in Home Access Center

Parents of current 6th and 7th grade students will be entering the next year course requests for their students directly into Home Access Center (HAC). Parents will have only a limited time to approve the teacher recommendations as course requests. **Please refer to the letter sent home with the middle school report card or the school website for the current registration deadlines.**

Student HAC accounts do not have this functionality.

Our teachers have made their next year course recommendations based on the individual academic strengths of your child and their performance during the first three rating periods. Please consider this information as well as your understanding of his/her abilities to make a decision that best meets the needs of your child. Teacher recommendations have been entered in Home Access Center for you to review.

In addition to core courses, all students will be scheduled for special subject courses including: Family & Consumer Sciences, Information Technology, Music, Art, Technology Education, and Health and Physical Education. Seventh grade students will also be scheduled for additional special subject courses including: Media Center, Study Skills, Guidance, and Intro to World Language courses.

Please follow the steps below to complete your child(s) course requests.

Log on to Home Access Center Using a Guardian Account

If this is the first time in HAC, create a HAC account by following these instructions:

- Go to: <https://pldhomeaccess.spihost.com>
- Click the link called Click Here to Register for HAC
- Enter your first and last name, city, and zip code
- An email will be sent which contains a registration link, an access code and further instructions.

For support, email hac@parklandsd.org. Information regarding logins and passwords will not be provided by telephone.

1. Go to the Parkland School District website at www.parklandsd.org then choose Home Access Center from the Quick Links Do not use a search engine such as Google to find the Home Access website.
2. The login screen opens. Logon with your username and password.

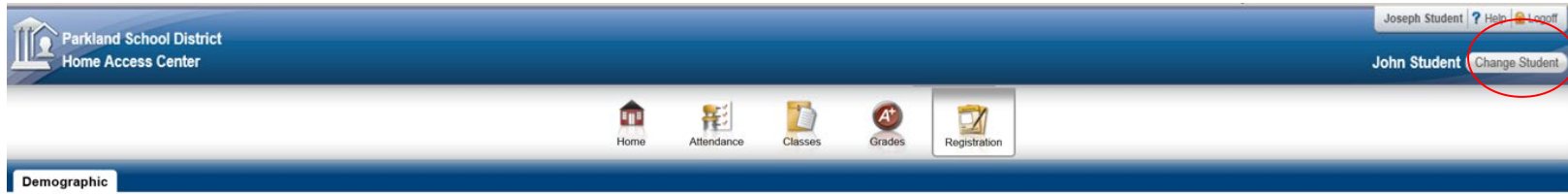


Note: The Forgot My Username or Password feature will only work if you previously logged on and had established a "challenge question". This feature will not work for parents that are first time users.

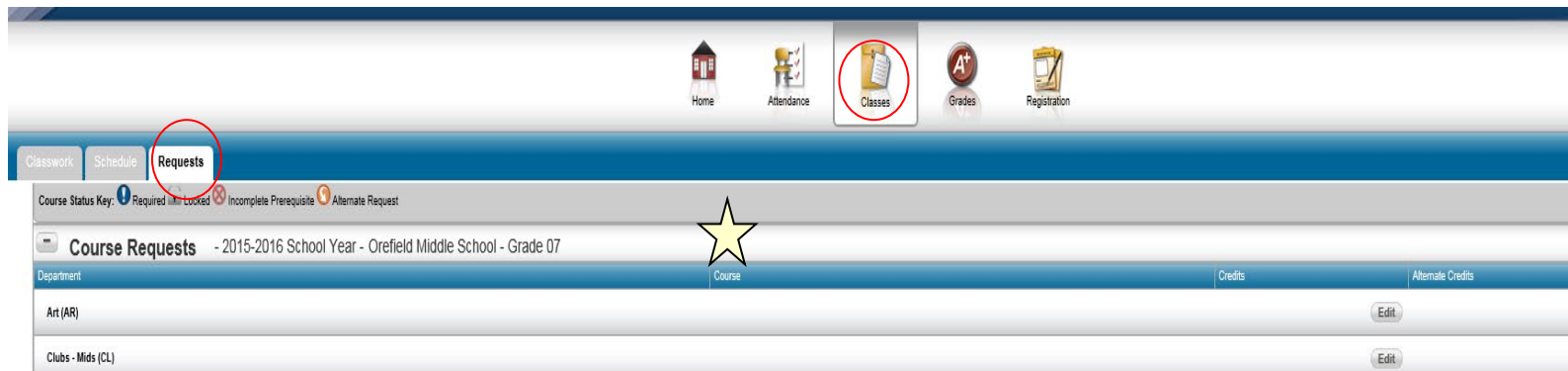
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- Home Access Center instructions to view demographics, update your phone number or email address, view bus information, grades, check attendance, and monitor class work, etc. can be found on the district website at <https://www.parklandsd.org/hac>
- The Home Access Center window will open. If you have more than one student, you can use the **Change Student** button to navigate to your other children.







- To access the course recommendations page, select the **Classes** button then select the **Requests** tab. This page will display each of the course types that students will eventually be scheduled in. The recommended courses will display in the Course column.












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6. View the course recommendations. **If you approve the recommendations by the teachers, no further action is needed.**
7. All English and Math Courses will be  Locked. If you would like to make a change to either of these courses, please contact your child's guidance counselor.
8. If you would prefer a different course: use the **Edit** button to select another course.
 - a. Uncheck the existing teacher recommendation.
 - b. Enter a checkmark in the Request column for the course you want then **Save**.

Classwork
Schedule
Requests

Course Status Key:  Required  Locked  Incomplete Prerequisite  Alternate Request

Department	Course	Credits	Alternate Credits
001 Physical Education (PE)			
01 English (EN)			
	Language Arts (108) 	1.0000	
	01 English (EN) Total :	1.0000	0.0000
02 Social Studies (SS)			
	Social Studies (208)	1.0000	
	02 Social Studies (SS) Total :	1.0000	0.0000
03 Mathematics (MA)			
	Math Seminar 8 (308) 	1.0000	
	03 Mathematics (MA) Total :	1.0000	0.0000
04 Science (SC)			
	Science (408)	1.0000	
	04 Science (SC) Total :	1.0000	0.0000
05 World Languages (WL)			
06 Business Information Technology (IT)			






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Important Notes:

- ✓ No changes can be made to Core subjects for Language Arts and Mathematics.
- ✓ When choosing a different course, be sure to look carefully at the course number column. The last digit of the course you want will coordinate with the next year grade level *except for courses for next year 9th graders*.
- ✓ Do not make any changes in the Alternate column. The default ---Make Course an Alternate indicates that it is the regular course request.
- ✓ If your 7th grader has been recommended for Language Arts Seminar or Language Extension instead of a foreign language, changes to this area would require counselor assistance.

Select A Course

Department : 04 Science
Requested Credits : 1.0000
Alternate Credits : 0.0000

Course Status Key:  Required  Suggested  Locked  Incomplete Prerequisite  Alternate Request

Request	Description	Course	Credit	Alternate
<input checked="" type="checkbox"/>	Science	408	1.0000	--- Make Course an Alternate --- 
<input type="checkbox"/>	Science GHP	408G	1.0000	--- Make Course an Alternate --- 

Click on a column heading to sort by that column. Note that requested courses will always list first.

Once a parent/guardian clicks SAVE, they acknowledge that:(1) teacher recommendations have been reviewed with their child and (2) they agreed with the teachers' recommendations by not modifying the selections, or they disagreed with the teachers' recommendations and modified the selections.

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9. Parent Requests must be reviewed for the following subject areas:

a. **Current Sixth Graders**: Regular Education or Gifted High Potential (GHP) courses

- Only One (1) Request per subject area.
 1. Language Arts
 2. Social Studies
 3. Mathematics (Pre-Algebra A, Pre-Algebra, or Algebra 1)
 4. Science
- Music – Select only one music option. Select either General Music or Band/Chorus/Orchestra.
- If Reading Seminar is recommended, it will replace the Intro to world Language (IWL) rotation. Students recommended for Reading Seminar will be scheduled accordingly unless notified otherwise. To request the IWL rotation, please contact your child's guidance counselor

b. **Current Seventh Graders**: Regular Education or Gifted High Potential (GHP) courses

- Only One (1) Request per subject area.
 1. Language Arts
 2. Social Studies
 3. Mathematics (Pre-Algebra B, Principles of Algebra, Algebra 1, or Algebra 2)
 4. Science
 5. World Language (French 1, German 1, Spanish 1, unless Language Arts Seminar or Language Arts Extension have been recommended then no other foreign language selection is possible.)
- Music – Select only one music option. Select either General Music or Band/Chorus/Orchestra.

10. To assist you in this important decision, review your child's academic progress for the current school year in Home Access Center. Please also use your understanding of his/her ability to make a decision that best meets their needs.

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Report Card tab:

The screenshot shows the Home Access Center interface. At the top, there are icons for Home, Attendance, Classes, Grades, and Registration. Below these is a navigation bar with 'Report Card' and 'Test Scores' tabs. The 'Report Card' tab is selected and circled in red. Below the navigation bar, the title 'Report Card For Reporting Period 2' is displayed. A dropdown menu shows 'View the Report Card for Reporting Period 2' with '2' selected. Below this is a table with the following columns: Course, Description, Period, Teacher, Room, Att.Credit, Em.Credit, MP1, MP2, MP3, MP4, MP5, MP6, and FIN.

Course	Description	Period	Teacher	Room	Att.Credit	Em.Credit	MP1	MP2	MP3	MP4	MP5	MP6	FIN
017 - 7	Health	1	Mrs. Hoffman	C102	0.0000	0.0000		A-					A
207 - 7	Social Studies	2	Mr. Lewis	A155	0.0000	0.0000	B+	B					
407 - 9	Science	3	Mr. Mahmood	A159	0.0000	0.0000	C-	B					
3071 - 1	Mathematics	4A	Ms. Ruth	A152	0.0000	0.0000	B	A					
737A - 1	Chorus	5	Mrs. Swartz	B128	0.0000	0.0000		A+					
907 - 3	Technology Education	5	Mr. DiGiacomo	C109	0.0000	0.0000	C-						C
1071 - 2	Language Arts	6	Ms. Ruth	A152	0.0000	0.0000	A	B					

Test Score tab:

For parents of current 6th grade students, please also consider your child's score on the Algebra Placement Test. Students with scores equal to or above 85% are recommended to take Algebra 1 for the next school year.

The screenshot shows the Home Access Center interface with the 'Test Scores' tab selected and circled in red. Below the navigation bar, the title 'Algebra I Placement Test' is displayed. Below this is a table with the following columns: Subtest and Scores. The 'Test Scores' subtest is selected, and the table shows a Percentage of 85 and a Raw Score of 47/55. A note states: 'Note: Student must score at least 85% to be recommended for Algebra I.'

Subtest	Scores
Test Scores	Percentage: 85 Raw Score: 47/55 Note: Student must score at least 85% to be recommended for Algebra I.

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Questions can be directed to your school Guidance Counselor.

School	Guidance Counselor	Guidance Email	Guidance Phone
Orefield	Gregory Poremba	porembag@parklandsd.org	610-351-5750
Orefield	Lynda Strohl	strohll@parklandsd.org	
Orefield	Elaine Letoski	letoskie@parklandsd.org	
Springhouse	Megan Jenkins	jenkinsm@parklandsd.org	610-351-5700
Springhouse	Megan Bauer	bauerm@parklandsd.org	
Springhouse	Michael Gross	grossm@parklandsd.org	