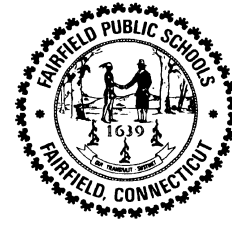


ROGER LUDLOWE MIDDLE SCHOOL

689 Unquowa Road

Fairfield, CT 06824-5001

Phone (203) 255-8345 - Fax (203) 255-8214



Meg Tiley, Principal
Ian Banner, Assistant Principal

Karin Shaughnessy, Assistant Principal
Steven DeAngelo, Dean of Students

February 22, 2018

Dear Students, Parents, and Guardians,

9th grade high school teacher course recommendations and student elective requests are made through Infinite Campus. When you log in to the student portal **February 22nd-March 1st**, academic courses for ninth grade, as recommended by your middle school teachers, are listed. All ninth graders must take an English course (2 credits), a math course (2 credits), a social studies course (2 credits) and a science course (2 credits). Most students also take a world language course (2 credits). If you have questions about the recommended level, please speak with the middle school teacher.

All other courses are electives. ***An elective is considered a yearlong two-credit course OR two semester long courses, each one credit.*** Elective options were discussed at the 8th grade high school nights and with the middle school and high school counselors through classroom visits; however, please read through the **2018-2019 Program of Studies** carefully as it is the best resource to provide you with the specific course information and requirements.

Please make your elective requests on Infinite Campus by Thursday, March 1st. The directions below will guide you through the Infinite Campus process. Keep in mind the following important information:

- It is *strongly recommended* that you take a world language. If you took Spanish or French for two years in middle school and would like to continue, request French 31 or Spanish 31. If you plan to take Chinese, Italian, or Latin instead, or if you are taking a language in 9th grade for the first time, use the POS to request the correct course number/name.
- Students can take up to four (4) credits worth of elective courses. If you want a full year or half year Study Hall in lieu of some electives, please add Study Hall 99900 (full year) or Study Hall 99901 (half year) as desired. It is also important that you select two (2) elective credits under Alternate Courses in case your first choices are not available.
- Even though additional high school elective courses can be viewed on Infinite Campus, only the courses listed on the Course Selection Worksheet (see end of letter) are available for 9th graders. Please select carefully.

Please use the following detailed directions to navigate through the request process on Infinite Campus.

Logging into the Portal

1. From the portal login screen, students log-in using their **Username** and **Password**.
2. This will bring students to the main portal page where district and school notices will be listed.
3. Click the **Course Registration 18-19** option from the navigation pane on the left of the screen.
4. Any required courses that have been recommended by teachers and inputted by school administrators will be listed in the **Required Courses** list. Students cannot change any required courses listed for them.

Requesting World Language and Electives Courses

1. Click the **Course Search** link. A search screen will appear. Courses can be searched by the course name or by the course number. Enter either the **Course Name** (e.g. Culinary Arts 10,) or **Course Number** (e.g. 68100). *Use the 9th grade worksheet and/or POS as your guide.*
2. Click the **Go** button. Matching course names will appear to the right.
3. Click on the desired course.
4. To request this course as part of the schedule for next year, click the **Request this Course** button.
5. **You can request up to four (4) total elective credits in this section-remember, full year courses are two (2) credits while half year courses are one (1) credit each.** If you wish to take a course like Culinary Arts ALL year, you should select Culinary Arts 10 (1 credit) AND Culinary Arts 20 (1 credit). Please note that some electives have a pre-requisite course.
 - If your preference is to include Study Hall(s) in lieu of some electives, please request Study Hall 99900 (full year) or Study Hall 99901 (half year) as desired.
6. Please request your world language course (2 credits) in this section as well.
7. It is also recommended that you pick two (2) elective credits of **an Alternate course**. Again, either one full year course or two half year courses. This would be used if requested electives were full.
8. When finished requesting courses, click the **Print Request Summary** option to keep for your own records. **You do not need to hand this form in.**
9. Log-out

During the week of March 5th, a Final Course Verification Form, requiring both a student and parent signature will be sent home, listing all the recommended and requested classes. **The forms will be due back to the middle school counselor by Friday, March 9th.** Please turn it in promptly.

We are here to help. If your child experiences any difficulties at home with the process, please reach out to the middle school counselor or administrators.

Sincerely,



Megan Tiley
Principal



Ian Banner
Assistant Principal



Karin Shaughnessy
Assistant Principal

Elective courses available to 9th graders

| Department | Course Number | Course Name | Pre-requisite | Credit | Rank Order (1=highest, 5=lowest) |
|----------------------------|---------------|--|---|--------|----------------------------------|
| Art | 72050 | Foundations in 2D Art, Media & Design | None | 1 | |
| | 72100 | Drawing and Painting I | Found. in 2D Art | 1 | |
| | 76900 | Digital Illustration/Graphic Design* | Found. in 2D Art | 1 | |
| | 75000 | Intro to Digital Photography* | Found. in 2D Art | 1 | |
| | 76000 | Intro to Darkroom Photography | Found. in 2D Art | 1 | |
| | 72075 | Foundations in 3D Art, Media & Design | None | 1 | |
| | 72450 | Introduction to Pottery | Found. in 3D Art | 1 | |
| Business | 72200 | Sculpture I | Found. in 3D Art | 1 | |
| | 50000 | Introduction to Business | None | 2 | |
| | 50100 | Computer Information Systems 10* | None | 1 | |
| | 50300 | Web Design* | None | 1 | |
| | 50410 | Computer Games Design/ Programming* | B or better in Algebra 8 | 2 | |
| | 50700 | Robotic Programming* | C or better in Algebra 8 | 1 | |
| Family & Consumer Sciences | 50800 | Computer Science Principles* | None | 2 | |
| | 67100 | Fashion & Design 10 | None | 2 | |
| | 68100 | Intro to Culinary Arts 10 | None | 1 | |
| Music | 68167 | Regional American Foods | Intro to Culinary Arts 10 | 1 | |
| | 71600 | Beginning Piano/Keyboard Class | None | 1 | |
| | 70100 | Concert Band | 8 th grade band | 2 | |
| | 71000 | Concert Orchestra | 8 th grade orchestra | 2 | |
| | 71100 | Chamber Orchestra | 8 th grade orchestra + audition | 1.2 | |
| | 70000 | Jazz Ensemble | 8 th grade band + audition | 1.2 | |
| | 70400 | Concert Choir | 8 th grade choir | 2 | |
| | 71200 | Voice class | None | .5 | |
| | 71800 | Music Technology I* | None | 1 | |
| | 71900 | Music Technology II* | Music Tech I | 1 | |
| Technology Education | 60100 | Computer Aided Design (CAD) 10* | None | 2 | |
| | 66000 | Computer Technology 10 | None | 1 | |
| | 66100 | Computer Technology 20 | Computer Tech 10 | 1 | |
| | 62100 | Graphic Communications 10* | None | 1 | |
| | 62200 | Graphic Communications 20* | Graphic Comm 10 | 1 | |
| | 64100 | Wood Manufacturing 10 | None | 1 | |
| | 64200 | Wood Manufacturing 20 | Wood Man 10 | 1 | |
| | 65000 | Engineering Design/Robotics 10 | None | 1 | |
| | 63000 | Home & Auto – Care and Maintenance | None | 1 | |
| | 63100 | Transportation Technology 10 | None | 1 | |
| | 63200 | Transportation Technology 20 | Trans Tech 10 | 1 | |
| Theater Arts | 85150 | Acting 10 | None | 1 | |
| | 85200 | Acting 20 | Acting 10 | 1 | |

| | | | | | |
|-------------------------|-------|------------------------|-----------|---|--|
| Video & News Production | 85700 | Broadcast Journalism | None | 2 | |
| | 85710 | Video Production | None | 1 | |
| | 85720 | Movie Production | None | 1 | |
| | 85800 | Documentary Production | None | 1 | |
| | 99900 | Study Hall | Full Year | 0 | |
| | 99901 | Study Hall | Half Year | 0 | |

*Passing this course meets the Computer Applications Proficiency requirement for graduation.

STUDENT NAME: _____

- How many credits do you want to sign up for?
 - 12.75 = study hall for one period full year *and* one period semester* (minimum required for all students)
 - 13.75 = study hall for one full period, one full year*
 - 14.75 = study hall for one full period, one semester*
 - 15.75 = no additional study hall*

* automatic study hall one mini, one marking period included in schedule

- List the World Language you would like to enroll in:

- Are you planning to enroll in a regional program that takes the place of part of your typical academics?
 - No
 - Yes
 - Regional Center for the Arts
 - Regional Program for Marine and Related Studies (Aqua)

| 9 th Grade Classes | Credit | Course Name |
|--|--------|--|
| Math | 2 | AUTOMATICALLY ENROLLED IN COURSES |
| English | 2 | |
| Social Studies | 2 | |
| Science | 2 | |
| PE | .5 | |
| Health | .25 | |
| Mini Study Hall (1 MP) | 0 | |
| World Language | 2 | |
| Possible Elective – 1 st choice | | |
| Possible Elective – 2 nd choice | | |
| Possible Elective – 3 rd choice | | |
| Possible Elective – 4 th choice | | |
| Possible Elective – 5 th choice | | |
| TOTAL CREDITS | | |

Alternate Electives

In the event that the above electives cannot be scheduled, please list the course name for 3 alternate electives in the order of your preference, below. You must select 3 classes you did **NOT** select above.

| Alternate Elective | Credit | Course Name |
|---------------------------|---------------|--------------------|
| 1 | | |
| 2 | | |
| 3 | | |