

Tomlinson Middle School

200 Unquowa Road
Fairfield, CT 06824-5010
Phone (203) 255-8336
Fax (203) 255-8211



Sally Bonina, Principal

Amanda Kirik, Assistant Principal

Joshua Marko, Dean of Students

February 10, 2014

Dear Students, Parents, and Guardians,

Beginning this year, teacher course recommendations and student elective requests will be made through Infinite Campus. When you log in to the student portal during the week of **February 11-18th**, you will see the academic courses for ninth grade as recommended by your middle school teachers. 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). If you have questions about the recommended level, please speak with the middle school teacher. Teachers followed specific course criteria, which was discussed by curriculum leaders at the 8th Grade Night, when making their recommendations. Health, physical education, and study hall will not appear on the portal as they are automatically added to all ninth grade schedules.

All other courses are electives. ***An elective is considered a yearlong two-credit course OR two semester long courses, each one credit.*** Electives are available on a space - only basis with upper-class students having priority. Please select one or more electives as Alternate Courses – these will be placed in your schedule if your first choice is not available. FWHS reserves the right to withdraw any course based on enrollment or staffing. Courses without an adequate number of students enrolled may not be offered.

During the High School Counselors Tomlinson Middle School Visit (**Monday, February 10th**), electives will be discussed; however, please also read through the **2014-2015 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 February 18th. As you do, keep in mind the following important information:

- Add lunch as a course request (Course LLLL). This will hold the space in your schedule. Although it is not recommended by the high school, some families choose to have students take another class in lieu of their lunch period. If you select this option, request TWO electives (4 credits) and do not add a lunch request.
- It is *strongly recommended* that you take a world language. If you took Spanish or French in middle school, the teacher course recommendation for ninth grade will appear. If you choose to take the recommended WL course, you only request ONE elective on Infinite Campus (2 credits).
- If you would like to take Chinese, Italian, or Latin instead of Spanish or French, please make this request on Infinite Campus. When schedules are created, it will replace the Spanish or French course recommended by your teacher. Also, select your ONE additional elective (2 credits).
- If you are not taking a world language, select TWO electives (4 credits).
- If you have been recommended for reading and plan to take the course, select ONE elective (2 credits).

- Although additional high school elective courses can be viewed on Infinite Campus, only the courses listed on the last page of this document are available for 9th graders. Please select carefully.
- Some courses, like Culinary 10 and Woods 10, are predominately offered in the fall. There may not be enough enrollment to run the courses in the spring as well.

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** 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.
5. Students can only request **Elective Courses** or **Alternate Courses**.

Requesting 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** (i.e. Culinary Arts 10,) or **Course Number** (i.e., 68100).
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 as Elective** button.
5. Courses can also be requested as **Alternates**. This course would be placed on the schedule if other electives were full.
6. When finished requesting courses, click the **Print Request Summary** option to print a report of the courses that were requested.
7. Log-out

During the week of February 21st, a Final Course Request Form, requiring both a student and parent signature will be sent home, listing all the recommended and requested classes. **The forms are due back to the middle school counselor by Monday, March 17th**. Please submit 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 guidance counselor or administrators.

Sincerely,

Sally Bonina
Principal

Amanda Kirik
Assistant Principal

Morgan Rhodes
Counselor

