

2020-2021 Course Selection

Dear parent/guardians:

We are in the beginning process of course selection for the upcoming school year using our online system in IPASS. We are requesting that you use the parent portal in IPASS to review and approve your student's course selections. School Counselors will be meeting with students in grades 9-11 from February 3-6 to view their teacher recommendations and to select their courses for next year. If you have already logged in and registered for IParent Portal access, you may use the system to view and approve course selections from **February 3-28**.

If you have not logged in and registered for IParent Portal access and would like to view the teacher's recommendations and approve the selections your son/daughter has made, please go to the district's website: www.douglasps.net and go to the IPASS link on the right side of the front page. There you will find a form for registering for IParent Portal access under the News section. You will have to enter your name, the student's name, date of birth, city of birth, and the student's 4 digit ID number. To get your student's ID number please contact the school counseling department at (508) 476-4100 Ext. 2102. Please note that by using IParent, you will also have access to your student's school records for attendance, biographical information, discipline information, quarterly progress reports, report card grades, and their schedule of classes.

Once you log in, you will have access to your student's course selections where you can choose to approve or not approve the courses listed. There is an electronic version of the Program of Studies located on the school counseling webpage if you would like more details about a specific course. Please use the following steps when approving courses:

- Click on IParent
- Click on parent recommendations
- Select your child's name-if you have more than one student in your household, use the drop down menu to select each individual student.
- Make sure the school year is set to 2020-2021
- Teacher recommendations will appear with a box to approve or disapprove
- Click the box if you approve of the course
- If you do not approve the course, leave the box blank and go to Add Recommendations.
- Find the department of the course you would like to recommend and click on the magnifying glass to find the course number and description of the course, then submit.
*When doing this, please do not use the alternate choice option!
- Once you have approved all of the courses for your child, click submit.
- The deadline to complete this process is **Friday, February 28, 2020**.

Your child will be meeting with their school counselor to finalize their schedules after February 28th. Any changes you make in IParent after this date may not be seen so we encourage you to contact your student's counselor directly to make a change.

