

LIONVILLE MIDDLE SCHOOL
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Mr. Jonathan Ross, Principal
Dr. David Wiedlich, Assistant Principal
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DOWNINGTOWN MIDDLE SCHOOL
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Dr. Nicholas Indeglio, Principal
Mr. Shawn Wright, Assistant Principal
Dr. Jacqueline Henry, Assistant Principal

January, 2019

Hello parents/guardians of rising 7th grade students,

The staff at Lionville Middle School and Downingtown Middle School are very excited for your student to join our middle level community! The course selection process is about to begin, and there is some information that we wanted to relay to you.

This year, rising 7th grade students will choose their encore courses electronically via Home Access Center (HAC). **Beginning on February 4th**, students and parents will have the opportunity to go onto HAC and enter encore course selections. Directions on the scheduling process are attached. **The HAC will close on February 11th**. Any changes after that date are made by your child's school counselor.

Several courses will be pre-loaded and locked. Those pre-loaded required courses are Science, Social Studies, & Math, and intervention courses based on determined need. Please note that the Math course entered serves as a placeholder, as all rising 7th grade students were tentatively rostered for Grade 7 Math. Later this spring, administrative teams will utilize various data points to officially determine math placement. **Students and parents will be notified if a change in their math course is required in late May/early June.**

Course descriptions for the encore classes are posted in the ***Middle Level Course of Studies handbook*** on our respective school sites; www.dasd.org/lms or www.dasd.org/dms. Information about the encore courses will also be shared at the student course selection presentation (1/29/19) and the parent course selection night (1/30/19).

A draft course selection sheet will be provided to your student on January 29th. A copy of this draft sheet is included in this letter for your information. This course selection sheet can be used as a guide when scheduling via HAC. While we do our best to schedule all the encore requests, it is possible that changes will occur based on seat availability when scheduling occurs this summer.

If, after you've carefully reviewed the information above, you have additional questions about your child's course selections, please contact their current school counselor at the Marsh Creek 6th grade center.

We look forward to having you join our middle school community.

With Best Regards,

LMS and DMS Administration and School Counseling teams

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Submitting Course Requests through Home Access Center

In preparation for the 2019-2020 school year, Lionville Middle School and Downingtown Middle School students (rising and current) will submit their encore course requests through the Home Access Center (HAC). Core classes and courses requiring recommendations were already entered. These recommendations have been locked into the system.

Between February 4th and February 11th, students will submit their course requests electronically through HAC. Students will not be able to submit course requests online after February 11th. If changes need to be made after February 11th, students need to contact their respective school counselor. Please note that the building schedulers will try their best to fulfill all requests, however, all requests are not guaranteed to be scheduled.

The directions to submit course requests online are listed below. Please note that you should have 6.98 credits scheduled.

Steps to Submit Course Requests through HAC:

1. Access HAC (<https://hac.dasd.org/HomeAccess>)

2. Enter student Username and Password.

3. Click on the Classes link at the top of the screen and click on the Requests tab located on the upper-left side.

4. To add a course, complete the following steps:

- Click on the Edit button in the respective Subject Area of the course you need to add.
- Find the course you wish to add by scrolling down through the list.
- Click on the Request box to choose the course.
- Click on the Save button at the bottom of the Select a Course window.

5. If you chose the wrong course and need to delete it and replace it with another course, complete the following steps:

- Click on the Edit button in the respective Subject Area of the course you need to delete.
- Find the course you wish to delete. It will be near the top of the list.
- Click on the Request box to erase the check mark in the box for that course.
- Click on the Save button at the bottom of the Select a Course window.
- Follow the steps under #4 above to add the course you want to add to your requests.

6. You need to schedule 2 alternative courses. This is in case the originally requested course does not fit into your schedule. To select an alternative course for a particular course, complete the following steps:

- Click on the Edit button in the respective Subject Area of the course you need to add.
- Find the course you wish to add as an alternate request to a specific course by scrolling down through the list.
- Click on the Request box to choose the course.
- Click on the --- Make Course an Alternate --- drop down option on the right side of the screen.
- Select the option Alternate to **ANY** Course.
- Select the course that you would like this course to be the alternate for from the drop down list of courses that have already been requested on the right.
- Click on the Save button at the bottom of the Select a Course window.