

8th & 9th MBJH COURSE SELECTION INSTRUCTIONS 2020-2021

Please be aware that scheduling for the 2020-2021 academic school year is a **process** and has the following steps. Each student needs to complete both the hard copy form process and the online process.

If your child will NOT be attending MBJH next year, put an X across the Course Selection Form, sign the bottom and return to student's teacher.

STEP 1:

Hard Copy Form -Complete and return to History teacher by Feb. 28th for upcoming 8th and 9th grade students. (Check each box once completed.)

- Review your child's recommended courses on the course selection form:**
 - 8th grade students also choose a PE course.
- Complete Electives Course choices**
- Alternate electives required:** You **MUST** list 4 alternate electives in order of preference on your course selection form. If you do not list 4 alternate electives, alternate electives will be assigned. Alternate electives will be assigned if the 1st choices are unavailable. **Do not enter alternate electives online.**
- Parent signatures required:** A Parent signature is required on the course selection form. Counselors will meet with all upcoming 8th and 9th grade students in an individual conference. Upcoming 8th graders will meet the week of March 2nd and upcoming 9th graders will meet the week of March 9th.
- All **upcoming 8th and 9th grade students** should register for English. Students wanting to be recommended for Advanced English are in the portfolio process at this time. All Advanced English recommendations will be communicated at the conclusion of the English portfolio process. Courses will be changed by the school administrator and parent placement will be available once the process is complete.
- For all other **advanced placement requests** complete the Parent Placement Form located at www.mtnbrook.k12.al.us/mbjh. Attach signed parent placement form to course selection sheet.

STEP 2:

Online Course Request

- * **ALL upcoming 8th grade students must complete online request during February 10th- Feb. 28th.**
- * **ALL upcoming 9th grade students must complete online request during February 11th- Feb. 28th.**

- Go to the MBJH website, www.mtnbrook.k12.al.us/mbjh, to enter courses into Chalkable.
- See back for instructions*

Final Course Selections, Schedule Changes Dates and Information

- A student may request a course change through **May 1st**.
- **Parents will need to email the grade level counselor with the student's course request change.**
- Students will receive a copy of their course requests on April 6th.
- Students will receive a copy of their **TENTATIVE** schedule at onsite registration.
- Students may request a schedule change at onsite registration until August 11th.
- The schedule change form can be found online or picked up in the counseling office.
- A parent signature is required and a \$25 processing fee is charged for all changes.
- Students will receive a **FINAL** copy of their schedule on the first day of school.

Instructions for Inputting Courses in Chalkable

The following steps will help you input your desired courses for the 2020-2021 school year in Chalkable. Ultimately, your schedule will be generated in Chalkable. Until schedules are generated, the courses you request will have a status of *pending*. Please keep in mind that these are online requests and not a final schedule. You are seeing the courses that are available to you according to your upcoming grade for the 2020-2021 school year. Your online requests will be used to build your schedule and ensure that you have been proactive in making sure the classes assigned are indeed the ones you have requested on your Course Request Form.

The Course Selection Guide can be found on the MBJH website.

CHALKABLE COURSE SELECTION STEPS:

1. Start at the MBJH website: www.mtnbrook.k12.al.us/mbjh. **For PC and Mac computers, you will need to use GOOGLE CHROME. (For best results, use a computer.)**
2. Click MBS Portal link (Classlink)
 - Parents gain access using your Chalkable user name and password: Spartan#####! (The pound symbols are the numbers from your Chalkable user name).
3. Click the Chalkable button.
 - Parents and students have individual usernames and passwords. These are the same username and password used to view grades.
 - If you have trouble with your username or password, please email mbssupport@mtnbrook.k12.al.us.
4. At the top of the screen on the right side, select your student and SCHOOL/ACADEMIC SESSION *Mountain Brook Junior School 2020-2021*.
5. Click REQUEST on the left side of screen.
6. Click ADD (the blue + sign) on the right side of screen.
7. In the **COURSE NUMBER** field enter the number of the course from your course selection form and click SEARCH. (The course number should match the course number on your course request form.) All courses, including the courses that are recommended in the box on the course selection sheet, need to be entered.
8. Make sure **SCHOOL CATEGORY** says **Junior High School**. If it does not, select *Junior High School in the drop box*. Select the **GRADE LEVEL** that your student will be in for the **2020-2021 school year** for both the starting and ending grade option.
9. The correct course should display. Check the box next to the course number.
10. Click **ADD**.
11. As you add each course the list of your requests will display. Click the add button to add the next course. To delete a course, select the course and click on the red X.
12. Review your Course Request page. Status of your requests will say "pending."
13. Click logout.

All of the forms needed for course selection are available on the school's website at www.mtnbrook.k12.al.us/mbjh.

Summer School Information:
Session 1 – June 1st - 19th 8:00-12:30pm
Session 2 – June 22nd-July 17th
Time: 8:00-12:30 pm
No class week of June 29th- July 3^d

Summer School registration forms can be accessed at www.mtnbrook.k12.al.us/mbjh
Contact: Brook Gibbons, gibbonsb@mtnbrook.k12.al.us with any questions.