



Pulaski Academy Middle and Upper Schools Online Course Selection Instructions

1. Locate your Student ID number by going to the Veracross student portal and finding it on your Current Class Schedule, which is accessible under “Classes & Reports.” Use the screenshots below for guidance:

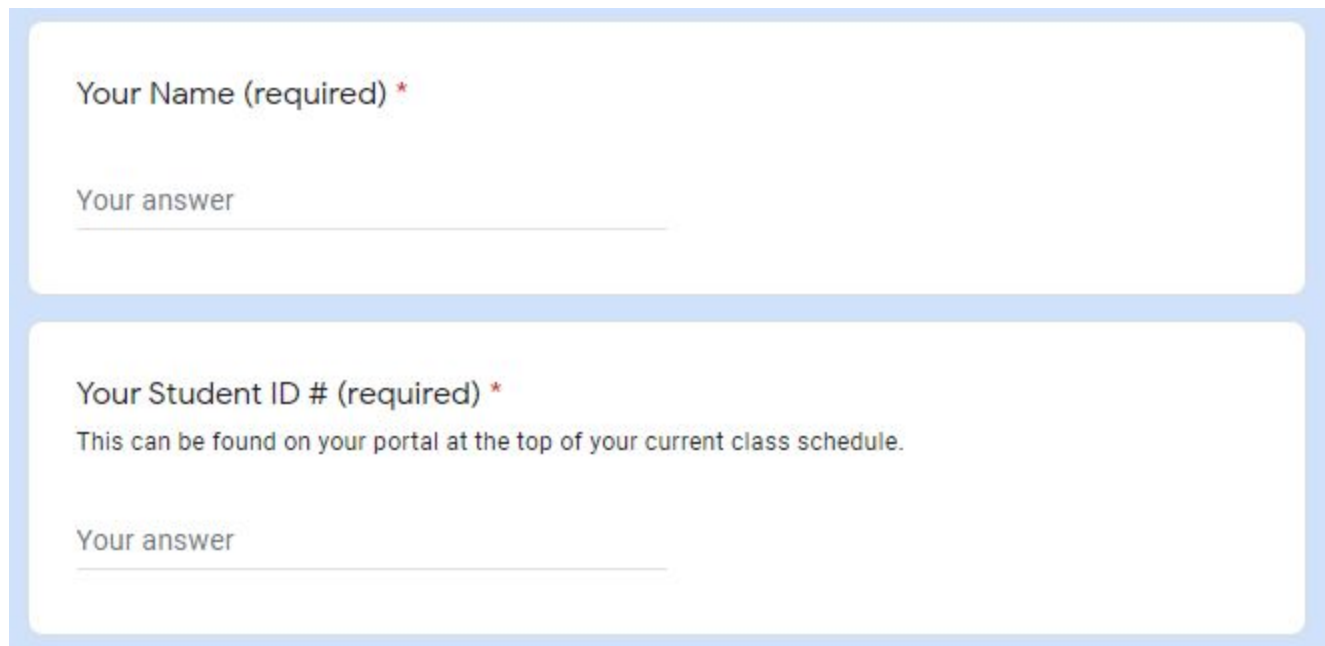
The screenshot shows the Student Portal home page. At the top, there are navigation links for Calendars, Directories, Library, and Resources. Below this is a 'Home' section with a 'TODAY @ PA' calendar grid showing dates from Friday, Feb 26 to Tuesday, Mar 2. To the right of the calendar is the 'MY PORTAL' section with four icons: 'Daily Schedule', 'Assignment Planner', 'Classes & Reports' (circled in red), and 'My Calendar'. Below the calendar is a 'MY CLASSES' section.

The screenshot shows the 'Reports' section of the Student Portal. It features a navigation bar with 'Student Overview', 'Daily Schedule', 'Recent Updates', and 'Assignments'. Below this, there are three main report categories: 'REPORT CARD' (with links for US/MS Quarter 1 and US/MS Quarter 2), 'HISTORICAL ACADEMIC REPORTS' (with a 'View reports' link), and 'SCHEDULE' (with a link for 'Current Class Schedule' circled in red). There is also an 'ATTENDANCE' section with links for US/MS Quarters 1 through 4.

The screenshot shows a student's current class schedule for Pulaski Academy, US/MS Semester 2, 2020-2021. The student is in the Eleventh grade, Homeroom: [redacted], Dorn: Day, and Locker: 0. The Student ID number is circled in red. The schedule is presented as a table with columns for Class, A1, B5, A2, B6, A3, B7, A4, and B8.

Class	A1	B5	A2	B6	A3	B7	A4	B8
ENGLISH 11 Mrs. Bone US-WL202	8:10 – 9:40		1:40 – 3:10		11:10 – 12:30		9:45 – 11:05	
STUDY HALL SPRING Mr. Taylor MS/US Cafeteria	9:45 – 11:05		8:10 – 9:40		1:40 – 3:10		11:10 – 12:30	
PHYSICS 1 Mr. Turker US-WL 108	11:10 – 12:30		9:45 – 11:05		8:10 – 9:40		1:40 – 3:10	
7-12 Lunch	1:05 – 1:35	1:05 – 1:35	1:05 – 1:35	1:05 – 1:35	1:05 – 1:35	1:05 – 1:35	1:05 – 1:35	1:05 – 1:35
PRE-AP PRECALCULUS Mr. Dunn MS32	1:40 – 3:10		11:10 – 12:30		9:45 – 11:05		8:10 – 9:40	
UNITED STATES HISTORY Ms. Riggs US-WL106		8:10 – 9:40		1:40 – 3:10		11:10 – 12:30		9:45 – 11:05
PRE-AP CHINESE IV Mrs. Tudor US-WL102		9:45 – 11:05		8:10 – 9:40		1:40 – 3:10		11:10 – 12:30
PIANO LAB Mr. Willis PianoCia		11:10 – 12:30		9:45 – 11:05		8:10 – 9:40		1:40 – 3:10
SR BOYS FOOTBALL Mr. Kelley HuggGym		1:40 – 3:10		11:10 – 12:30		9:45 – 11:05		8:10 – 9:40

2. Use the materials available on the Curriculum Resources website (www.pulaskiacademy.org/courses) to evaluate and determine your course options for the upcoming school year. Each grade level has different course requirements and options, so the grade-level worksheets and MS/US Course Guide will be particularly helpful to students and families in this process.
3. Make sure you are logged into your **student** Google account (example: max.gorman@pulaskiacademy.org).
4. Click on the Online Course Selection Link for your grade level for the upcoming school year. You will be taken to a Google Form to complete and submit. After reading the instructions, you will be required to enter your name (first and last) and your Student ID Number, as shown below:



The image shows a screenshot of a Google Form with a light blue border. It contains two text input fields. The first field is labeled "Your Name (required) *" and has a "Your answer" placeholder. The second field is labeled "Your Student ID # (required) *" and includes a sub-instruction: "This can be found on your portal at the top of your current class schedule." It also has a "Your answer" placeholder.

5. Complete the form by making choices as prompted. Review your selections before clicking submit. You will only be able to fill the form out once with your student login. If you need to make any changes after submission, please go to the MS or US counseling office.

Online course selection begins Friday, February 26, and will close Thursday, March 4, at 4:00 p.m.

If you have any questions or concerns about this process, please contact one of the following counselors:

Wendy Smith, Middle School Counselor
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Susan Koller, Upper School Counselor
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Sarah Gorman, Upper School Counselor
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