



Penn Manor High School Course Selection Process 2023-2024

It is time to begin the course request process for the 2023-2024 school year. The goal for all students requesting courses for next school year should be to choose courses that are rigorous to their academic level, relevant to individual interests, and will help prepare them for life after high school.

Please note the following requirements:

- All students are required to schedule eight courses and two alternates. All course requests, including alternates, should be entered online through the Sapphire Community Portal. Alternates should only be electives that will be used if a student's first choice is unavailable.
- Students must be enrolled in one or more English and Social Studies courses every year. Students must take four Math and four Science courses during their high school career.
- Students must meet all prerequisites required for the courses being requested. Please refer to the Course Selection Guide for course descriptions. The guide can be found on the high school website under **Course Selection** and is linked [here](#).

Online Resources

The Penn Manor High School Course Selection Guide is a valuable resource for parents and students to learn about graduation requirements, department offerings, and course descriptions. The Course Selection Guide should be used to help plan classes for all four years of high school. It can be found on the Penn Manor High School website. We strongly recommend that students read the introduction and the course description for each course that is being selected. This will provide students and parents with valuable information about the course selection process, as well as graduation requirements.

In addition to the Course Selection Guide, students and parents should use the appropriate grade level course request worksheet. These documents are available for download from the Penn Manor High School website and can be found [here](#). Students should use the worksheets to help choose courses for next year and beyond. Students and parents may also find information about the Lancaster County Career and Technology Center under the Course Selection tab.

Starting mid-February, students will make course requests for next year. All students may begin requesting courses for next school year using the Sapphire Community Portal. Students will need their username, password, and pin to access the site. If a student does not have this information, he or she may visit the main office to receive instructions or parents may call the high school at 717- 872-9520. Please see the timeline in this letter for the range of dates the course request window will be available.

Teacher Recommendations

Teachers in the core subject areas, English, Math, Science, and Social Studies, will recommend student academic levels for next year. When students log-on to their Sapphire Community Portal accounts to request courses, the teacher recommendations will already be pre-selected for students. If a student has questions about the recommendation, he or she should speak with the teacher that made the recommendation.

Changes to Student Course Requests

Students will receive a digital copy of the courses they requested in their Sapphire Community Portal in the middle of March. If a student would like to make changes to any of their courses for next year, he or she must contact their counselor before the deadline. Once the deadline has passed, students will not be permitted to make changes to their course requests

Course Selection Timeline

<i>January</i>	<i>Course selection presentations in Friday Flex Course selection materials available online at the Penn Manor High School website. Information and videos about next year's courses will be posted to the high school website and will be viewed by students during Flex blocks.</i>
<i>February 9, 2023</i>	<i>Course Selection Night: Penn Manor High School Auditorium 6:30 -8:00 p.m.</i>
<i>February 10-17, 2023</i>	<i>Course request window open online for grades 9-11. All students may begin requesting courses for next school year online from home or at school during Friday Flex. Students will be using the Sapphire Community Portal. Students will need their username, password, and pin to access the site.</i>
<i>February 20-24, 2023</i>	<i>Course request window open online for students in grade 8. All students may begin requesting courses for next school year online from home or at school. Students will be using the Sapphire Community Portal. Students will need their username, password, and pin to access the site.</i>
<i>Early March</i>	<i>Students receive a copy of their course requests for the 2022-23 school year Sapphire Community Portal. This is not a schedule, only what was requested for next year.</i>
<i>March 17, 2023</i>	<i>Last day for students to make changes to their course requests for the school year.</i>
<i>May 26, 2023</i>	<i>Last day for students to drop AP classes</i>
<i>End July</i>	<i>Students will receive a letter, by mail, which will include directions on how to access schedules on the Sapphire Community Portal. Included in the letter will be dates in August when students can request changes to their schedule.</i>
<i>Early August</i>	<i>Schedule change days. Dates and scheduling details will be included in the summer mailing.</i>

Selecting challenging and relevant courses is an important piece in helping connect a student's high school education with their future goals. If you need any assistance during this process, please contact your counselor.

