

Scheduling 2025-2026

February 2025

NAI School Counseling Department



NAI Counselors

Mr. Kiggins (A - Dn)

Mrs. Lewis (Do - J)

Ms. Egler (K - M)

**filling in for Mrs. Mayhew*

Mr. Butler (N - Sh)

Mrs. Smith (Si - Z)

**filling in for Mrs. Liebenguth*



Scheduling Timeline

<u>Date</u>	<u>Description</u>
January 2	The Program of Studies is available to students and families on the NASD Website.
January 15	Middle School Counselors and NAI School Counselors present scheduling overview and information to grade 8 students. Grade 8 students will receive a paper copy of the newly adopted Program of Studies.
January 21 - January 28	Teachers have individual meetings with students to discuss course approvals. The teachers will input the individual approved courses into PowerSchool.
February 3 - February 5	Middle School and High School Counselors meet with groups of students to review the scheduling process and timelines.
February 4	Elective Fair and Scheduling Process Information Sessions for students and families at North Allegheny Intermediate High School from 6:00 - 7:30 p.m.
February 10 - February 28	School Counselors meet with grades 8 - 11 students individually to confirm course selections.
February 28	Final course selections and waivers are due to the respective School Counseling Office for all grades 8 – 11 students.
March 4	Students and families receive a verification notice of courses selected during the scheduling window for final review.
March 7	In preparation for staffing, final course selections are due to the School Counseling Office.
August 2025 (date TBD)	Schedules are available in the Student Information System for students and families.
August 21, 2025	First Day of School for Students.

- Most important dates:
 - February 10: Students lose access to requesting courses through PowerSchool
 - February 28: Final course selections and waivers due
 - March 7: Final changes to course selections due



Graduation Requirements

Course	Credits Required
English/ Language Arts	4.0
Social Studies	4.0
Mathematics	3.0
Science (includes Biology)	3.0
Health and Physical Education (0.5/year)	2.0
Wellness for Life	0.5
STEM	1.0
Electives	6.5
TOTAL	24

Additional Scheduling Requirements

- Students must schedule a minimum of 7.0 credits each year. Those credits can be obtained through completing full year courses for one or 1.5 credits or semester or full year/part time courses for .5 credits.
- There are eight (8) instructional periods in the high school schedule. Students are encouraged to take advantage of the many and varied elective courses offered by the District.
- Students may not schedule more than the equivalent of one full year/full time study hall during the year.



Course Approvals

- Teachers (English, World Language, Science, Math, and Social Studies) will have met with students individually between January 21st and 28th to discuss course approvals.
- Teachers will enter these into PowerSchool prior to student scheduling requests being entered.



Schedule Changes

Over the summer, schedule changes are made using a **Request for Schedule Change Form**. The form will be available on the School Counseling page of the NASD website.

Once course selections are made during the scheduling process each spring, school counselors will only make changes to a student's schedule according to the following:

- Seats are available in the requested class
- Student has met the course requirements and/or prerequisites

Schedule requests made for any other reason will not be honored. Specifically, requests for the following will NOT be honored:

- Change teacher
- Change lunch period
- Change order of classes



Waiver Process

- A waiver allows a student to enroll in a course level that supersedes the teacher- approved level. By signing a waiver, the student and parent/guardian accept full responsibility for meeting the course's content and performance standards without modifications. Waivers cannot bypass prerequisite courses, and repeated waivers into higher-level courses in the same subject may be denied.
- Parents can access the digital waiver via PowerSchool **Parent/Guardian Portal** under 'Forms'.
- All waivers must be submitted electronically to the School Counseling Office by **3:00pm on Friday, Feb. 28th**.
- Department Chairs, School Counselors, & Administrators will review and make the final decision (*3 or more waivers will require educational team approval*).
- **NO LATE WAIVERS WILL BE ACCEPTED**



Adding a Course

Students have between **day 1 and day 4** to add a new course (ex. fill study hall with Art) as long as:

1. Seats are available
2. All prerequisites are met

After day 4, no course additions will be approved.



Dropping a Semester Course

- **DAY 1-10 of 2025-2026**
 - Student **MUST** maintain 7 (seven) credits.
 - If **not waived**, the dropped course will not be noted on the transcript.
 - **If waived**, the dropped course **WILL** be on the transcript with a “W/letter grade” at the time of the drop. The dropped grade will not be factored into the student’s QPA.



Dropping a Semester Course

- **DAY 11 and beyond of 2025-2026**
 - Student **MUST** maintain 7 (seven) credits.
 - The dropped course **WILL** be on the transcript with a “W/letter grade” at the time of the drop. The dropped grade will not be factored into the student’s QPA.
 - Administrative approval is required in writing.



Dropping a Full Year Course

- **DAY 1-20 of 2025-2026**
 - Student **MUST** maintain 7 (seven) credits.
 - If **not waived**, the dropped course will not be noted on the transcript.
 - **If waived**, the dropped course **WILL** be on the transcript with a “W/letter grade” at the time of the drop. The dropped grade will not be factored into the student’s QPA.



Dropping a Full Year Course

- **DAY 21 and beyond of 2025-2026**
 - Student **MUST** maintain 7 (seven) credits.
 - The dropped course **WILL** be on the transcript with a “W/letter grade” at the time of the drop. The dropped grade will not be factored into the student’s QPA.
 - Administrative approval is required in writing.



Level Changes - Semester

- **DAY 1-10 of 2025-2026**
 - If not waived: Student can drop a level, if seats are available. The grade will not carry over to the new course. The dropped course will not be noted on the transcript.
 - If waived: Student can drop a level, if seats are available. The grade will not carry over to the new course. The dropped course will be noted on the transcript with a “W/ letter grade at time of the change”. The dropped course grade will not be factored into the QPA.
- **DAY 11 and beyond of 2025-2026**
 - No level changes will be approved.



Level Changes - Full Year

- **DAY 1-20 of 2025-2026**
 - If not waived: Student can drop a level if seats are available. The grade will not carry over to the new course. The dropped course will not be noted on the transcript.
 - If waived: Student can drop a level if seats are available. The grade will not carry over to the new course. The dropped course will be noted on the transcript with a “W/ letter grade at time of the change”. The dropped course grade will not be factored into the QPA.
- **DAY 21 and beyond of 2025-2026**
 - No level changes will be approved.



A.W. BEATTIE

Students applying for the 2025 - 2026 School Year
are now able to apply online to
A.W. Beattie Career Center!



Applications **MUST** be created by a parent or guardian.
Scan the QR Code and send it to your parent/guardian
or have them go to this website:

www.beattietech.com/online-application

For more information :
[Link to NAI Website](#)

QPA Calculation

Percent	Grade	Weighted Quality Points by Course Category		
		Non-weighted Courses	Honors Courses CHS (College in HS) Courses	AP (Advanced Placement) Courses
90 - 100	A	4.0	4.5	5.0
80 - 89	B	3.0	3.5	4.0
70 - 79	C	2.0	2.5	3.0
60 - 69	D	1.0	1.5	2.0
59 or below	E (failure)	0.0	0.0	0.0





Weighted GPA: 4.3080
Unweighted GPA: 3.8889
Total Credits Earned: 23.00

	Gr	Cr
Grade 9 : 20-21		
Acad English 1	A	1.0
Hon Amer History 1	A	0.5
Hon Euro History	A	0.5
Hon Algebra 2	A	1.0
Hon Biology	B	1.5
Honors Spanish II	A	1.0
Choral 1	A	1.0
Health & PE (FY/PT)	A	0.5
Introduction to Business	A	1.0
Cumulative: 4.0938	Credits: 8.00	

	Gr	Cr
Grade 10 : 21-22		
Hon English 2	A	1.0
Hon World Cultures	A	1.0
Psychology	A	0.5
Hon Pre Calc (CHS)	B	1.0
Hon Chemistry	A	1.5
Honors Spanish III	A	1.0
Choral 2	A	1.0
Health & PE (FY/PT)	A	0.5
Well for Life Grade 9 or 10	A	0.5
Cumulative: 4.1563	Credits: 8.00	

	Gr	Cr
Grade 11 : 22-23		
Hon English 3	A	1.0
AP US History (CHS)	A	1.0
AP Calculus AB	A	1.0
AP Chemistry (CHS)	A	1.5
Hon Spanish IV (CHS)	A	1.0
Hon Chamber Choir	A	1.0
Health & PE (FY/PT)	A	0.5
Cumulative: 4.3080	Credits: 7.00	

Current Schedule	Credit Hours
AP Physics 1	1.00
Pottery 1	0.50
Sports and Entertainment Management	0.50
Law And Justice	0.50
Foods Americana	0.50
Hon English 4	1.00
AP Biology (CHS)	1.50
Health & PE (FY/PT)	0.50
Hon Chamber Choir	1.00

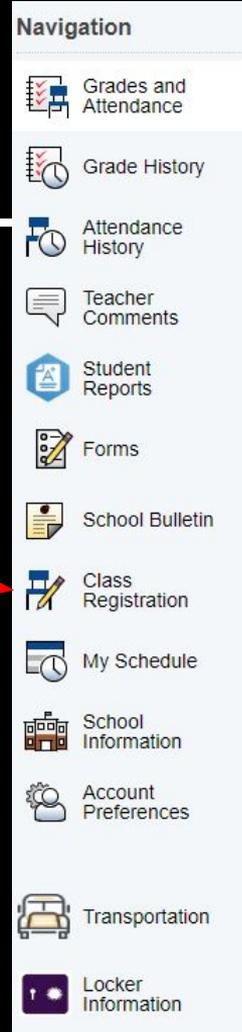
Course Legend	
SS	Summer School Credit Recovery
W	Waived Into Class and Withdrew
CHS	College In High School Eligible
X	Medically Excused
NACA	North Allegheny Cyber Academy
Pass	Passing Grade
Fail	Failing Grade
Audit	Audit Course

Grade Scale	
A	100 - 90
B	90 - 80
C	80 - 70
D	70 - 60
E	59 - 0

Transcript

Scheduling a Course

- Login to TigerID and select PowerSchool
- At home page, select “Class Registration”



The navigation menu is titled "Navigation" and contains the following items:

- Grades and Attendance
- Grade History
- Attendance History
- Teacher Comments
- Student Reports
- Forms
- School Bulletin
- Class Registration** (highlighted with a red arrow)
- My Schedule
- School Information
- Account Preferences
- Transportation
- Locker Information

Scheduling a Course

- Welcome page for Class Registration

Welcome to the North Allegheny Senior High School Class Registration System for 2024-2025:

Welcome to 2024-2025 Course Registration. Please select the courses you would like to take for the upcoming school year. If you have questions contact your School Counselor.

[View course requests](#)

English

[Click the edit button to request a course ⇒](#)

Please select one course from the list.

Number of requests to generate : 1

Math

[Click the edit button to request a course ⇒](#)

Please select one course from the list.

Number of requests to generate : 1

Science

[Click the edit button to request a course ⇒](#)

Please select one course from the list.

Number of requests to generate : 1

Social Studies

[Click the edit button to request a course ⇒](#)

Please select one course from the list.

Number of requests to generate : 1

World Language

[Click the edit button to request a course ⇒](#)

If you are interested in taking an elective from this subject area, please select an option and click "okay".

Number of requests to generate : 1

Health and Physical Education

[Click the edit button to request a course ⇒](#)

Please select one course from the list.

Number of requests to generate : 1



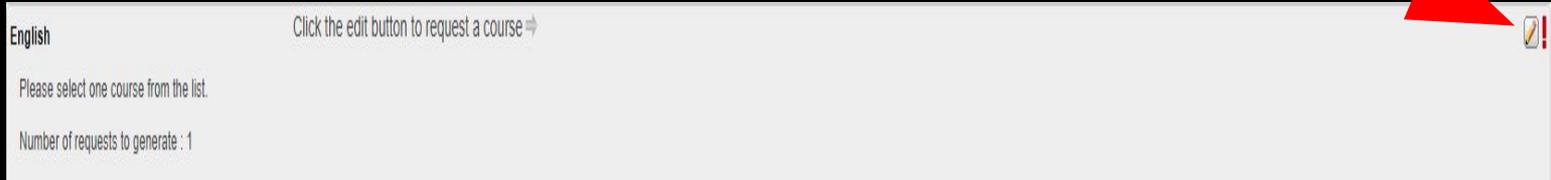
Scheduling a Course

- You will need to select each course you would like to take next year.
- Course approvals DO NOT automatically register. You still need to select the course recommended by your teacher.
- You can select a different course than approved, but you MUST meet the prerequisites. PowerSchool should limit your selection if you do not meet prerequisites.



Scheduling a Course

- Under each subject heading, you need to click on the “edit” button to see your options for that subject area.



English

Click the edit button to request a course ➔

Please select one course from the list.

Number of requests to generate : 1

The screenshot shows a white rectangular box with a light gray border. At the top left, the word "English" is written in a dark font. To its right, the text "Click the edit button to request a course ➔" is displayed. Below this, there are two lines of smaller text: "Please select one course from the list." and "Number of requests to generate : 1". In the top right corner of the box, there is a small icon of a pencil inside a square, which is highlighted by a large red arrow pointing from the right side of the slide.

Scheduling a Course

- Under each subject heading, you need to click on the “edit” button to see your options for that subject area.
- Select course and click on “Okay”

English

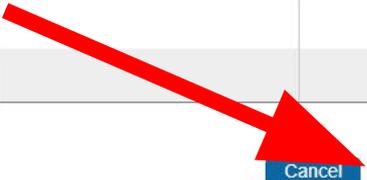
Please select one course from the list.

<input checked="" type="checkbox"/>	Course Name ▲	Number	Course Description	Credits	☰ Prerequisite Note	Alerts
<input type="checkbox"/>	Acad English 3	NA04230 1		1		
<input type="checkbox"/>	AP English 3 Language & Composition	NA04250 1		1		
<input type="checkbox"/>	Applied ELA	NA04920 1		1		
<input type="checkbox"/>	ELD	NA04890 1		1		
<input type="checkbox"/>	English 11	NA04980 1		1		
<input type="checkbox"/>	English 3	NA04220 1		1		
<input type="checkbox"/>	Ess English 3	NA04210 1		1		
<input type="checkbox"/>	Hon English 3	NA04240 1		1		

<< first < prev 1 next > last >>

! You may select 1 course. You have selected 0 course(s).

Cancel Okay



Scheduling a Course

- Once you click “Okay,” your selection will appear next to course title.

English

Please select one course from the list.

Number of requests to generate : 1



Acad English 3

NA042301 - 1 credits

Scheduling a Course

- You cannot submit unless you have selected the correct amount of courses and courses that are graduation requirements. You can change your selections after you submit, but you will need to resubmit.
- You MUST choose at least 2 alternates in order to submit. Counselors will use these selections if there is a conflict in your schedule, so you need to choose alternates that you will be willing to take.

Requires between 7 and 8 credit hours.

Requesting 1 credit hours.

Requesting 0 additional credit hours.

Request Submission Failed

1. Requirement **Social Studies**: Please go back and select a course. If you do not select a course, one will be selected for you.
2. Requirement **Science**: Please go back and select a course. If you do not select a course, one will be selected for you.
3. Requirement **Health and Physical Education**: Please go back and select a course. If you do not select a course, one will be selected for you.
4. Requirement **Math**: Please go back and select a course. If you do not select a course, one will be selected for you.
5. You did not select a course for this requirement: **Alternate 1**
6. You did not select a course for this requirement: **Alternate 2**
7. You did not select a course for this requirement: **Alternate 3**

Alternate 1 Click the edit button to request a course ⇒

Please choose an alternate elective. If one of your electives is unable to be scheduled, the school counselor will utilize this selection.

Number of requests to generate : 1

Alternate 2 Click the edit button to request a course ⇒

Please choose an alternate elective. If one of your electives is unable to be scheduled, the school counselor will utilize this selection.

Number of requests to generate : 1

Alternate 3 Click the edit button to request a course ⇒

Please choose an alternate elective. If one of your electives is unable to be scheduled, the school counselor will utilize this selection.

Number of requests to generate : 1

Review for Scheduling

- You will need to select each course you would like to take next year. You must choose between 7.0 - 8.0 credits.
- Course approvals DO NOT automatically register. You still need to select the course approved by your teacher.
- You can select a different course than approved, but you MUST meet the prerequisites. PowerSchool should limit your selection if you do not meet prerequisites.

You MUST select courses by **FEBRUARY 10TH

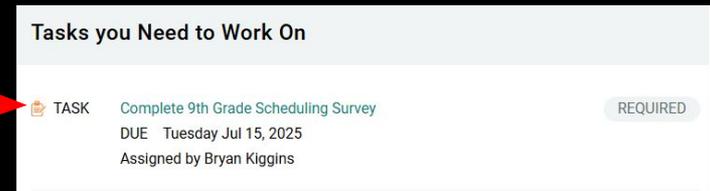


Naviance

- ❑ Log in to your TigerID and click on the Naviance app.
- ❑ Click on the Planner tab at the top of the home screen and choose Tasks.



- ❑ Complete the 10th Grade Scheduling Survey before you leave today.



THANK YOU!

NAI School Counseling Department

