

Plainfield Middle School Encore Selection Instructions for the Upcoming 2022-2023 School Year

Students will have four academic periods and one period of physical education daily. Students will have an Encore period daily which consists of an A Day and B Day Encore. Your child will have the opportunity to choose their Encores. Please refer to the Middle School Curriculum Guide for course descriptions.

Please be aware that these are student preferences, however, students in need of additional supports may be placed in academic intervention classes.

As a reminder, if your student chooses band or choir, there are additional school fees:

Band	\$75
Choir	\$25

Even if your student is staying in the same Encore selections they were in this year (i.e. Band/Choir) we need EVERY STUDENT to go in and “Edit/Save” in order to acknowledge the choice in our system

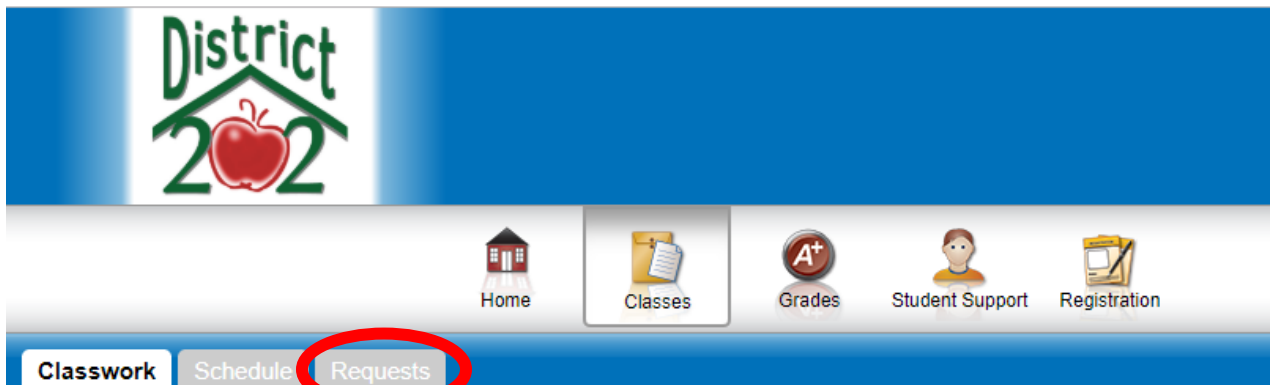
Please complete this form by Friday January 21st, 2022. If you have any questions about our Encore offerings, please contact your middle school’s administration at your convenience.

SELECTION INSTRUCTIONS:

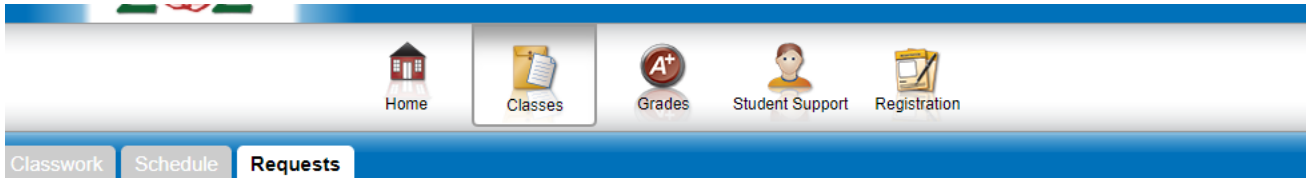
1. Go to Home Access Center by clicking the [HERE](#) or by accessing it through the quick link on your middle school’s website.
2. You **MUST** log in as your **student** in order to make the Encore selection. This is NOT available through the guardian’s Home Access account.
3. Once you log in as your student, the header should look like the image below. Click on the “CLASSES” Icon at the top.



4. Once you click on that, you should see three tabs below the header as pictured below. Click on the Request Tab.

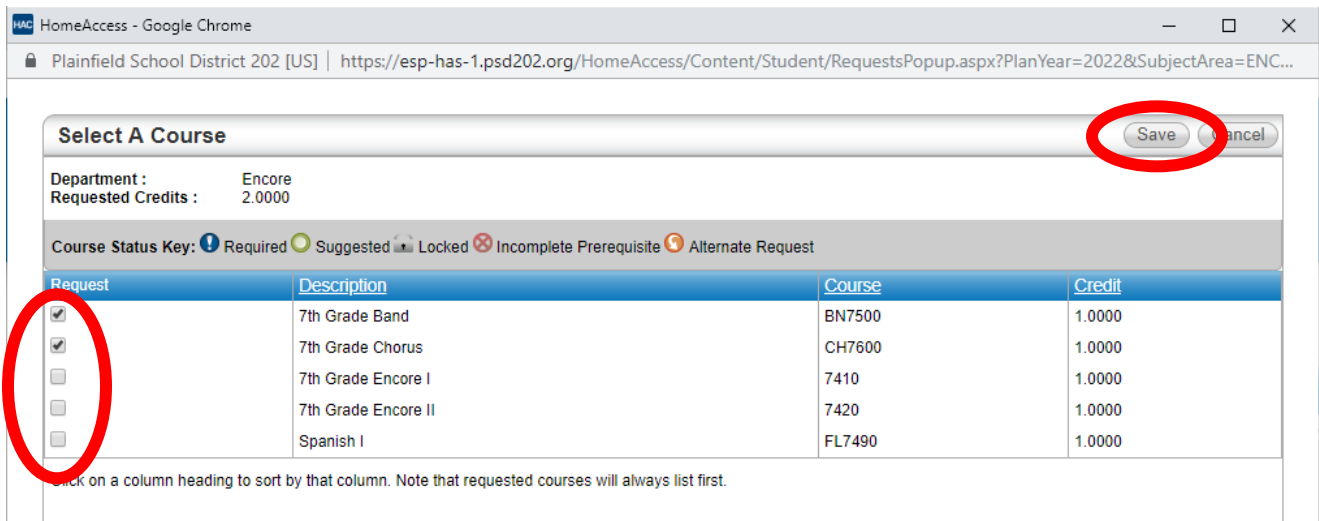


- Once there, you should see the below screen. On the far right, click the “EDIT” button that is in the “ENCORE (ENC)” bar.



Course Requests - 2021-2022 School Year - Drauden Point Middle School - Grade 07		
Department	Course	Credits
Encore (ENC)		Edit
	7th Grade Band (BN7500)	1.0000
	7th Grade Chorus (CH7600)	1.0000
	Encore (ENC) Total :	2.0000
Other (OTH)		Edit
No Department		Edit

- A new window should open with a listing of the Encore offerings available to them. The offerings they are currently enrolled in have been auto populated. As a reminder, you are unable to hand pick which Encore classes your student is placed into. Students are assigned based on class availability.



- Please check **TWO** boxes. If your student is not partaking in band, choir, or Spanish, please select ENCORE I and ENCORE II. Click SAVE (SEE ABOVE).

- Once you click save, the process is complete, and you may exit the Home Access Center.