

Dear Parents/Guardians:

Your student's course requests for the 2024-2025 school year at Battlefield High School can be found in [ParentVUE](#) and StudentVUE under Course Requests. When you log onto ParentVUE you will also have a notification for you to review and acknowledge your student's requests. Please review these course requests to ensure they are correct; students should have seven primary requests. If you have specific questions about your student's requests, please contact their Battlefield school counselor. School counselor caseloads and email addresses are posted on the [Battlefield High School webpage](#).

If corrections are necessary or changes are desired, including level changes, please email your student's Battlefield school counselor **by Friday, May 3, 2024**. After this date, changes will be made only to resolve conflicts of classes or to facilitate correct placement of students due to failure of a required course. It is important that you review the course selections of your child(ren) carefully. Schedule changes will not be approved next year. If no changes are needed, no action is needed on your part.

As determinations are made regarding the cancellation of under-enrolled courses and the capping of enrollment in over-subscribed courses, your student's requests may need to be modified. In these situations, we will attempt to use your student's alternate requests, if possible. Determinations regarding closed and canceled courses may impact our ability to honor changes requested at this time.

As of April 24th, the following courses have been canceled for the 2024-2025 school year due to low enrollment: Adv Computer Studies, Algebra I Pt I, Algebra I Pt II, Civil Eng & Arc (PLTW), Data Structures, GEMS: Philosophy, IT Adv Database DE, IT Database DE, Personal Fitness, Psychology, Sociology, and Sustainability & Renewable Tech.

In the past, planned class sizes and appropriate staffing have been negatively impacted by the large number of seniors requesting a reduced course load after the master schedule was set. Rising seniors interested in having early release or late arrival during the 2024-2025 school year must submit the appropriate paperwork to their counselor by **May 3, 2024**. Reduced Course Load forms are available from your student's school counselor.

The registration deadline for 2024-2025 NOVA Dual Enrollment (DE) is also **Friday, May 3, 2024**. All students interested in taking DE classes with NOVA next year must complete the [3-step registration process](#) before May 3: apply to NOVA, create an account in DualEnroll, and register for course(s) in DualEnroll. The DualEnroll portal will close at the end of the day on May 3, 2024.

PWCS typically releases student schedules via ParentVUE and StudentVUE just before the start of the new school year. We encourage all parents and guardians to have their ParentVUE accounts set up prior to that time. This is an excellent way to monitor student grades, attendance, and other information from PWCS. If you need support with setting up this account please contact Tammy DeGroot, BHS registrar, at DeGrootTR@pwcs.edu.

Please contact your student's counselor via e-mail if you have any questions or concerns regarding his/her course selections.

Sincerely,

Julie A. Byrne, M.Ed.
Director of School Counseling
Battlefield High School