HCPSS Connect Register for Innovative Pathways Evening School



Howard County Public School System³ Data Management ³ Document: HCPSS125 ³Revision Date: 08/12/2022

🚺 = Warning 💽 = Timesaver 💌 = Note

Register for a Program

You will use HCPSS Connect to register your child for any HCPSS Summer Program, Evening School, or BSAP Saturday Math Academy.

- 1. Access the HCPSS Connect website.
- 2. Select the appropriate child if you have more than one child listed.
- 3. On the Home page, click on **More Options** in the left panel.

Home	MORE OPTIONS (FAMILY FILE REPORT CARDS FTC.)			
Synergy Mail 123				
Calendar	» Family File			
Attendance	» Report Cards			
Class Schedule	» Student Technology			
Course History	» School Directory			
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A ⁺ _☉ Report Card	* Autour Registration			
School Information	» Canvas			
Student Info	» Course Placement Review (CPR)			
More Options Family File, Report Cards, etc.)	» Federal Impact Aid			
	» JumpStart			
	» Summer/Evening/Saturday Program Registrations			
	» Standardized Test Scores			
	» HCC Application			

- 4. Click the **Summer/Evening/Saturday Program Registrations** link. The Introduction page displays and shows available programs in the navigation panel on the left.
- 5. Read the information in the **Introduction** page.

	S - Summer, Evening, and Saturday Programs 🔹 🔹 🔹						
MAIN NAVIGATION	Introduction						
Introduction							
V IP Evening School	Online enrollment requests for currently enrolled HCPSS students are open for the following programs: Innovative Pathways - Evening 						
	The programs currently available to Smith, John are listed at left.						
	Evening School						
	Please carefully review the program descriptions, dates, times and locations on the Evening School Program web page before submitting an enrollment request. Parents/guardians will be notified via email of enrollment status (enrolled or waitlisted) within two weeks after the close of registration.						
	Enrollment Requests						
	 You will be asked to select the preferred instructional method for the program (in-person only, virtual only, or no preference). This question will assist program staff in determining an appropriate placement for the student. Not all courses are available in all formats. Enrollment priority will be given to students by their current grade level. Remaining students will be randomly selected and enrolled in the selected course (or alternate course) until that course has been filled. 						
	Financial Assistance						
6	Financial Assistance is available for current HCPSS students. Please visit https://www.hcpss.org/food-services/farms/ to submit a FARMs application. Students who currently receive Free and Reduced Price Meal services (FARMs) will have a 50 percent tuition reduction applied automatically upon verification.						
	For any questions or concerns, please email IPEvening@hcpss.org or call (410) 313-6627.						

6. All available programs will be listed in the left panel. Click on **IP Evening School**.

7. Read the opening information to understand the enrollment request process.

	S - Summer, Evening, and Saturday Programs 🔹 🔹 💌
MAIN NAVIGATION	Innovative Pathways Evening School
& IP Evening School	Online Registration is a self-guided process. Mandatory fields will be indicated by a red asterisk * and will prevent you from moving forward until completed. Information provided by the parent or guardian must match the legal documentation. Once all information is complete you will be given the opportunity to review and submit your enrollment request. Once you have completed the enrollment request process, information will be provided directly to your student's counselor for verification and approval. After counselor review, you will receive confirmation that your student's course request has either been approved or denied and if approved, the request will then be pending potential enrollment. There is limited space within all courses and you will receive further notification of enrollment or your student being placed on a waitlist.

8. Select the option to indicate your preference for instructional method.

*In the event that certain course sections are filled or alternative plans need to be made, please indicate your preference for instructional method (please note that not all instructional methods are available for all courses/programs).
 OIn-person only (my student would only participate in the program if in-person instruction is available)
 ONo preference (my student would participate in the program with either instructional method)
 OVirtual only (my student would only participate in the program if virtual instruction is available)

9. Select up to two (2) courses.

COURSE SELECTION			
Students may request up to two (2) courses			
Adv Algebra/Functions	ART	English 9 Credit Recovery	
Advanced Physical Science	Art I: Found of Studio	Environmental Sci-AP	
Advanced Physical Science Credit Recover	Environmental Science		
🗌 Algebra I	Biology - Credit Recovery	Exploring Comp Sci - Honors	

10. Select the preferred course time.

*Preferred Course Time: Please note that course times do not differ from in-person or virtual sections. In-person courses meet 1-3 days per week on Tuesday, Wednesday, and Thursday evenings.
OPeriod 7: 05:00 PM-06:00 PM
OPeriod 8: 06:30 PM-07:30 PM
OAny Available Time

11. Read the transportation information and select the option for your transportation needs.

*Please indicate your transportation needs:
$\bigcirc I$ will be providing my own transportation and will not need to make use of the shuttle service.
OI will need to use the Hammond High School stop.
OI will need to use the Oakland Mills High School stop.
OI will need to use the Shuttle Service, Columbia Mall stop.
OI will need to use the Long Reach High School stop.
Save

12. Click **Save**. You request will be submitted. A message will appear at the top of the screen indicating that your requests have been submitted. This does not guarantee your placement in the program. You will be contacted once placements are made.

View Requests for a Program

After requests have been submitted for any program, you can view these requests by clicking on the **Current Requests** option in the left panel.

HCPS	S - Summer, Evening	g, and Sa	aturday Programs				# ©
MAIN NAVIGATION	Current Requests						
Current Requests	Students cannot be registered in more than one Summer Program at once. Should your student wish to switch summer programs, please request Withdrawals from all courses in the original program. Your student will not be able to register for a new program until the Withdrawal has been completed by the program administrators. • If you wish to withdraw your student from Extended School Year (ESY) services, please contact their case manager. • If you wish to withdraw your student from Summer School Academic Intervention, please update the invitation status on the Summer School Academic Intervention page.						
	School/Program	Course ID	Course Title	Session	Course Request Status	Approved	
	Innovative Pathways - Evening	MA-491-1	Adv Algebra/Functions	S1	Requested		Cancel Request

View the **Course Request Status** to see if the student has been Scheduled or Waitlisted.

the **Cancel Request** button to cancel your request for the course.

Request Withdrawal from a Program

You can request a withdrawal from any program after your child has been enrolled.

- 1. Click on the **Current Requests** option in the left panel.
- 2. Click the **Withdraw** button for the course.
- 3. Select the check boxes for all applicable reasons.
- 4. Select if you want to request a refund.
- 5. Click **Complete** to finalize your withdrawal request.