

Checklist for Success at PMHS

Provided by PMHS Counseling Department 872-9520 ext. 1820

Due- Today:

___ I know how to read my class schedule and can find each of my classrooms.

Due- End of the first WEEK of school:

___ I know the names of my teachers and school counselor and how to best contact them.

Your counselor is listed on the top of your schedule. All PMHS staff contact information is listed in the front of the Student Handbook and on the PMHS website.

___ I have checked out my teachers' Moodle or websites if they have them.
Review your teachers' syllabi for this information.

___ I know my PIN and am able to log into Sapphire to check my grades. I also have a regular routine /plan to check my grades.

Username, Password and PIN information was distributed during new student registration. If you are having difficulty accessing the Parent Portal in Sapphire please contact sapphiresupport@pennmanor.net.

___ I have notebooks, folders, and binders ready to go for each class according to the teacher directions.

Due- End of first MONTH of school:

___ I know what to do if I miss a class and need to find out what I missed.
Email is a great way to keep in touch with your teachers. If you know that you're going to be absent, you can see and/or email them ahead of time for assignments. Before or after class is also a good time to communicate with your teachers.

___ I've looked at the PMHS Blog and know where to find Graduation Project and Counseling Department information (including the online Course Selection Guide).

The PMHS Blog and Counseling Department websites are updated regularly and contain information about college searches, career information, upcoming events, testing dates etc. They can be accessed using these addresses:

<http://blogs.pennmanor.net/highschool/>

<http://www.pennmanor.net/schools/hs/counseling/>

<http://del.icio.us/hscounseling>

___ I know how to access tutoring if I need help with a class. My family and I have agreed on a goal grade and if I drop below that grade I will access tutoring.
Academic tutoring is available during Homeroom, which is on Tuesdays and Thursdays between 2nd and 3rd blocks. Many departments offer free tutoring after school.

Due- End of first MARKING period:

____ I know how my GPA and Class Decile Rank are determined and why they are important.

GPA and Rank are explained in the online Course Selection Guide. Every course, grade, and year is included on your PMHS transcript, so every year and every grade counts!

____ I know how many credits I need to graduate from PMHS (and specifically what credits are needed).

28 credits are needed to graduate. Specific graduation requirements are listed in the Course Selection Guide.

____ I have a clear understanding of what I need to do for my Graduation Project and where to go if I have questions.

Graduation Project information is available on the PMHS website. In addition, your homeroom teacher is able to assist you and homeroom is a great time to work on Graduation Project tasks.

Due- End of first SEMESTER:

____ I have thought about my skills, abilities, interests, and strengths and how they relate to a career or area of interest for me.

www.careercruising.com is one excellent resource to assist you with this.

____ I have identified courses that correlate with my interests and I have talked with my first semester teachers about their recommendations for me for the following school year.

Career Pathways information is found on the PMHS Website under Course Selection and can assist you with choosing appropriate elective courses that will help you reach your goals.

Due- End of first YEAR at Penn Manor High School:

____ I have identified where I can complete ten hours of community service for my graduation project and I have completed the necessary Graduation Project tasks for my grade.

____ I have talked with my teachers, parents, and counselor to make sure that I have selected the best classes for the following school year.

