HOW TO SUBMIT YOUR ELECTIVE COURSE PREFERENCES FOR YEAR 10 IN 2022

Dear Parents/Carers of Year 9 students,

It is time for Year 9 students to indicate their preferences for the elective courses they would like to undertake in Year 10 in 2022.

Parents and students are asked to undertake the following online process together by **Friday 4 June 2021**.

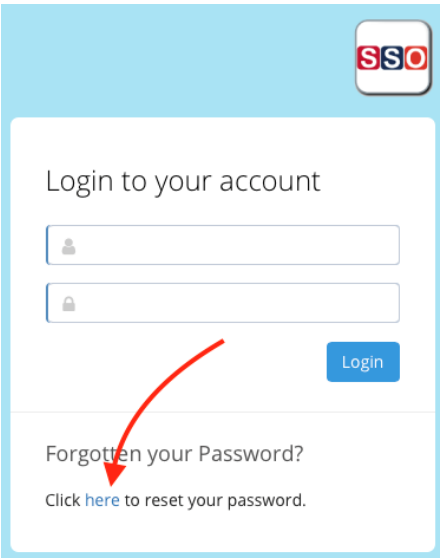
1. Read the Course Information Handbook

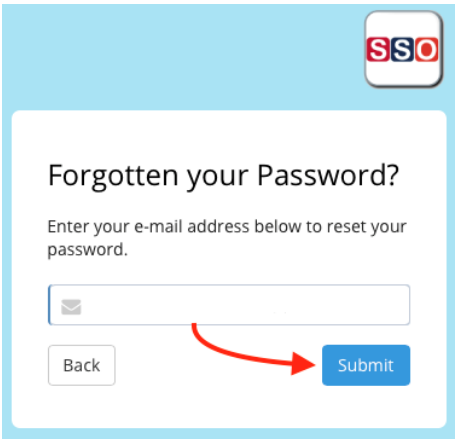
Please start by reading the *Course Information Handbook for Year 10 in 2022* together with your Year 9 student. The Handbook is published on the Mount Lawley Senior High School website here https://www.lawley.wa.edu.au/view/information/course-handbooks.

2. Log into SSO

Have your Year 9 student log into Subject Selection Online (SSO) using their student email address and sit together to enter their elective course preferences. SSO will be open from 3.00 pm Monday 24 May 2021 until midnight Monday 7 June 2021.

To access SSO go to this web address:
https://client.subjectselectiononline.com.au/?school=htg37.
Have your Year 9 student reset their password by entering their Department of Education student email address firstname.surname@student.education.wa.edu.au into the 'Forgotten your Password?' feature.





An email will be sent to the student email address that allows your child to set their own password.

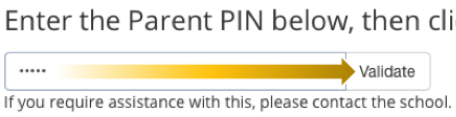
When you have set your password:

1. Go to https://client.subjectselectiononline.com.au/?school=htg37
2. Enter your student email address as the user name
3. Enter the password you created as the password

Progress through the screens, using the drop down boxes to enter your elective course preferences.

3. Submit using your Parent Pin

Authorise your Year 9 student's subject selections by entering your unique Parent Pin and click 'Validate'. By entering your unique Parent Pin you are authorising your child's selections. If any of the selections are changed after the Parent Pin is entered you will need to re-enter the Parent Pin to revalidate the updated selections.



Your Parent PIN is: Your unique Parent Pin has been emailed to the first parent/carer contact listed on your enrolment record on Monday 24 May 2021. If another parent/carer needs the code they can share it with each other or they can phone the Upper School office on 9265 1543 or email mountlawley.shs.upperschooladmin@education.wa.edu.au to get it.

4. Print, sign and hand in your *Elective Course Selection Report* to your Form Teacher

Download and print your *Elective Course Selection Report* which appears on the right hand side of the screen. Both the student and their parent/carer needs to sign the hard copy *Elective Course Selection Report* to authorise this is an accurate record of the subject selection preferences you have submitted. Have your Year 9 student hand in their signed *Elective Course Selection Report* to their Form Teacher by Tuesday 8 June 2021 to finalise their subject selection process.

If you have any questions about this process you can contact the Upper School office on 9265 1543 between 8.00 am and 4.00 pm Monday through to Friday or email mountlawley.shs.upperschooladmin@education.wa.edu.au.

Yours sincerely

Renae Hill
Associate Principal
Upper School - Years 9 and 10