

**West Sylvan Middle School**  
**ON-LINE Elective Forecasting Directions**  
**2017-18**

**BEFORE YOU START you will need three things:**

1. **A current and valid email address** that can be accessed by a computer.
2. **Parent Approval of your elective choices.** Your parents are required to sign your form upon completion of your forecasting survey, *before* you return it to the main office.
3. **Internet access** - The survey can be completed online, with computers or mobile devices, but parents, or students, will need email access to print the attached form that will be generated and sent to you via email.

**Please review and consider your elective choices before you start the survey. PLEASE CHOOSE YOUR ELECTIVES CAREFULLY,** as we will not be making schedule changes in the Fall. Elective descriptions can be found on the main page of the West Sylvan Middle School Website.

*(It is suggested that students complete their forecasting survey at home, with parent support. If this is not possible, students may have access to school computers before and after school, or during lunchtime, to take the survey and/or print their forms. )*

**TO BEGIN:**

- Access the **West Sylvan Middle School** Website.
- Use **Elective Program** link to review elective options.
- Click the **Forecasting Link** for your grade level.
  - Current 5th graders choose 6th Grade Forecasting 2017-18
  - Current 6th graders choose 7th Grade Forecasting 2017-18
  - Current 7th graders choose 8th Grade Forecasting 2017-18
- **Sign in** to the survey using your **Apps for PPS account.**
- **Complete and Submit** the survey.
  - Note that some questions will require an answer. This is to assist in processing and decision making. Please answer accurately.
- After completing the survey, an email will be sent to your submitted email address, with an attached PDF document containing your forecasting information. Please **sign and return this form** to our main office by **March 17th.**
- ***(5th Graders return forms to your fifth grade teachers by Spring Break, March 24th.)***

If you are having trouble with accessing your emailed forecasting form, the forecasting survey, or need any other support in completing this process, please contact the West Sylvan Main office. We will work to assist you in submitting your information accurately. **Thank you for your participation and support!**