

Dear Senior School Parents,

I hope that you are enjoying time with your family during these long days of summer. As the school year approaches, we have generated course lists for our Senior School students. Please find the instructions below for viewing your student's course list for the 2017-2018 school year. If you have trouble viewing the course list, please email helpdesk@shadysideacademy.org, and if you would like to discuss your student's courses with someone in the Academic Office, please contact Mary Krauland, Dean of Studies, at mkrauland@shadysideacademy.org starting on **Thursday, July 27, 2017**.

1. Log in to the SSA Parent Portal using the Community Login page at: <https://www.shadysideacademy.org/parents/parent-portal>
2. Scroll down the page until you locate the box titled "Daily Schedule (MS/SS)," click the link for "VIEW YOUR CHILD'S DAILY SCHEDULE". On the screen that follows, click "View your information."
3. The page that follows may take a few moments to load. Once it does, click on the link at the top for "Registration" tab. (Be sure you have the correct student selected if you have more than one who will be attending SSA Senior School next year).
4. Make sure that the Academic year selected on the left hand side says "2017-18".
5. Review your child's course list. **Please be aware that changes to the course section numbers listed may still occur for section balancing, but will not affect book orders.**
6. Log out when you have finished. If you have another child for whom you need to view the course list, please select his/her name from the "Student" dropdown list at the top left of the form and go through steps 1-5 again.

Books can be purchased online at the SSA Bookstore (<http://bookstore.mbsdirect.net/shadysideacademy.htm>) beginning Aug. 1, 2017. Returning SSA families should use their account from the previous year and new SSA families will need to create an account. You need to have the course list(s) and course code numbers to order books through the online bookstore. All orders over \$99 placed between Aug. 1st-21st ship free. **Students are expected to have all of their year-long and Term I books on the first day of school.**

Please note that textbooks **will not be available** for purchase at the Tuck Shop. Please visit the bookstore's [FAQ page for questions about ordering books](#) or watch this [instructional video](#). Please email store@shadysideacademy.org with questions.

I will be able to answer course request questions beginning Thursday, July 27. Enjoy the day!

Mary A. Krauland
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