

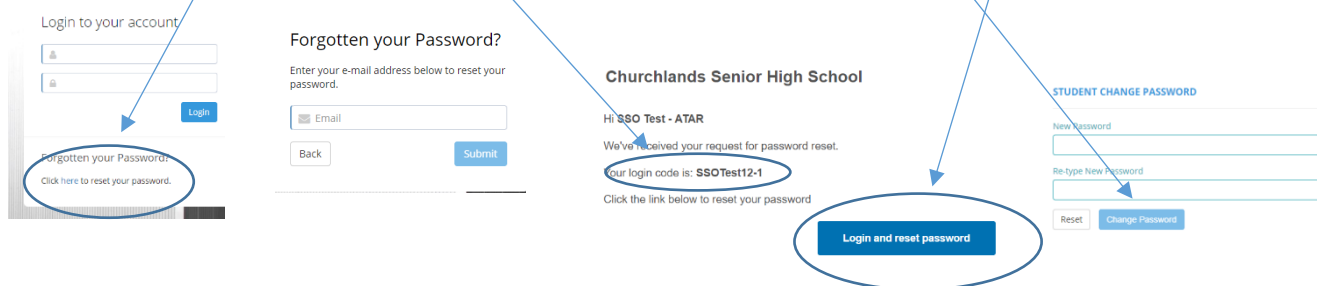
Parent Instructions for Accessing Subject Selection Online (SSO) for Year 12, 2019

Student subject choices for Year 12 in 2019 will be done online again this year using SSO. This email will include the link to the SSO site and instructions for accessing and completing the process.

This email is being sent to the “residential family” only. The registered email address will be the only one registered for the student and this will be used to login to SSO to complete the process. The assumption is that parents/guardians will discuss and complete the process online with their child by their side. That way, everyone will be informed and aware of choices made. We strongly recommend that any parents listed as “alternate family” are also consulted prior to finalising subject selections. **At the conclusion of the process, parents should use the SSO report features to print a copy of the Selection Report and the Payment Report for their own records, there is no need to return these to the school.**

SELECTION PROCESS

1. Familiarise yourselves with the [Year 12 Subject Selection Booklet 2019](#) located on our website under Learning – Senior Schooling.
2. Complete the “Year 11 Planning for Year 12, 2019” leaflet distributed to students at their assembly on Thursday 28 June, Period 5. The last page of this leaflet provides further instructions on the SSO access and process.
3. Apply for and obtain the Unique Student Identifier (USI) for your child if they do not already have one. You will need this for SSO. This was done last year for the majority of students and an information sheet is in the Senior Schooling section of the website or you can access it by clicking the following link. You will need appropriate ID (e.g. Medicare card, Drivers Licence etc) and the process only takes a few minutes. [USI sheet](#).
4. Access the SSO site. You can do this from the Parent Quick Link on the school website or clicking on the following hyperlink: <https://client.subjectselectiononline.com.au/?school=r52ed>
5. The way you begin your access to the SSO site is by clicking on the “Forgot your Password” link!
6. Click on the “Forgotten your Password” link to reset your password. You will need to enter your registered email address. When you submit this, if you have more than one child involved, it will ask you which child you wish to change the password for. If the correct email address has been entered, an email will be sent to you with a login code (copy it) and a blue link to login and reset password. Click on this link, select your own password to use for SSO and enter twice. Click on the blue Change Password link and it will take you back to the login screen. Once here, enter the login code (which you copied) and your new password and you should be in!



7. The school will not have a copy of your password. If at any time you forget your password, you can reset it by following the process above.
8. SSO will analyse the performance of your child based on the Semester 1 report and the previously advertised pre-requisites. You will only be able to select subjects for which pre-requisites have been met. These will be coded with a green symbol. Subjects coded with an amber symbol are not suitable as the pre-requisites have not been met and the student likely does not have the required background, skill or understandings to be successful. If a student has results close to the pre-requisite, it is possible to click on an amber subject and a pop up box opens which requires you to send a request to the Head of Learning Area (HOLA) with a reason

and evidence about why the student would be successful in this subject. Over the next day or two the HOLA will review the request and you will receive a notice via email of the outcome. When you receive an email with the outcome you will then need to log back into SSO and either choose that subject if approved or another if not.

9. Students not meeting a pre-requisite and not receiving approval from the HOLA will not be able to choose that subject. If they do meet the pre-requisite standard by the end of the year then they will have the opportunity to select the subject then, as long as there is room and it fits with the other subjects they have selected.

10. NOTE that subjects in Year 11 and 12 at Churchlands SHS are “year-long” courses and any requests for subject changes must be processed before the end of Term 1. Students should choose wisely.

11. The majority of families should be able to successfully complete the subject selection process via SSO with no additional help needed.

12. If you do need help with the process or need the advice of a Counsellor, a 15-minute appointment slot can be booked from within SSO. These appointments will be available at different times from Tuesday 24 July to Thursday 26 July, 2018 and the subject selection process would be completed at this meeting.

13. The SSO site for students choosing subjects for Year 12 next year will open at 9.00 am on Friday 13 July and will close at 1.00 pm on Friday 27 July.

14. Good luck!

Paul Housley
Associate Principal
Senior School