



## SKIBBEREEN COMMUNITY SCHOOL SUBJECT CHOICE PROCEDURES 2019-2020

Dear Parent/Guardian

Thank you to all those parents who attended the subject choice information evening. The information discussed on the night will shortly be available on the school website - parent zone – resources.

Please see below the steps to follow in completing your son/daughters choices for the next academic year.

### **Deadline:**

- Closing date for inputting choices is March 27<sup>th</sup>. It is of the utmost importance that all choices are made prior to this date in order to ensure that each student gets a free choice and therefore, the best opportunity to study subjects of their choosing.
- After this deadline, the school will use the student's preferences to create subject bands.
- Any student who misses the deadline or wishes to change their choice after the deadline will only be able to choose from the subject preference bands created and will therefore, have a more restricted choice.

### **Steps to Follow**

#### Step 1

- You will receive a text from the school with a username and password

#### Step 2

- Access the school website at [skibbereencommunityschool.ie](http://skibbereencommunityschool.ie)

#### Step 3

- Click on VS Ware on the top right hand corner. Log-in using the details received in the text. The system will then ask you to create your own password so that only you can access the site.

#### Step 4

- Click on Student Options on the top left of your screen.
- Complete each subject set by following the instructions given at the top of the screen.
- Please note: click into each preference box to access the relevant subject listing.

#### Step 5

- Log-out. You can log-in and change the choices as often as you like up to the deadline date.

If you have students in more than one year group, please use the left and right arrows at the top left of the screen to change between them.

Thank You