



# COURSE SCHEDULING PROCESS

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DEMAND TALLY PROCESS FOR STUDENTS 9-11<sup>TH</sup> GRADE



## Important Notes:

Ms. Benedict – 8<sup>th</sup> Grade & 9<sup>th</sup> Grade Scheduling

Ms. Couch – 10<sup>th</sup> Grade & 11<sup>th</sup> Grade Scheduling

- Please schedule an appointment with the appropriate grade level counselor to speak about next course progression

### **STUDENTS 10,11, 12 WANTING TO ENROLL IN CCBC ACADEMIES OR BCCTC:**

- CCBC ACADEMIES: 11<sup>th</sup> Grade – An Application must also be submitted in addition to selection of CCBC ACADEMIES UNDER ELECTIVES – See Ms. Couch
- BCCTC: Beaver County Career and Technology Center: 10<sup>th</sup> Grade (Cosmetology Only); 11<sup>th</sup> Grade – An Application must also be submitted in addition to selection of BCCTC UNDER ELECTIVES – See Ms. Couch or Mrs. DeAngelis / 10<sup>TH</sup> Grade see Ms. Benedict

### **STUDENTS ALREADY ENROLLED IN CCBC OR BCCTC GOING INTO 12<sup>TH</sup> GRADE:**

- CCBC ACADEMIES: RETURNING 12<sup>th</sup> grade students: Select CCBC Academies as an elective no further action required
- Beaver County Career and Technology Center RETURNING 12<sup>th</sup> grade students: Select BCCTC as an elective no further action required

# COURSE OF STUDIES BOOK: 2023-2024 ACADEMIC SCHOOL YEAR

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- All classes that are offered at the High School are online at: [www.ambridge.k12.pa.us](http://www.ambridge.k12.pa.us)
- Located at: [www.ambridge.k12.pa.us](http://www.ambridge.k12.pa.us) Services ➡ Guidance and Counseling ➡ Course Selection Book
- Located at: [www.ambridge.k12.pa.us](http://www.ambridge.k12.pa.us) Services ➡ Guidance and Counseling ➡ Scheduling
- A list of all Electives students can take by grade level are also listed at this location: Student Scheduling Sheets i.e. All electives for 8<sup>th</sup> to 9<sup>th</sup> grade students, All electives for 9<sup>th</sup> to 10<sup>th</sup>, etc.
- Please review on-line and make yourself familiar with classes, electives offered and pre-requisites (requirements for the next class).
- Course of Studies Book 2023-2024 includes all Graduation Credits and Class Descriptions

# WHAT TO EXPECT?

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- Courses are released to staff and students
- Teachers meet with students to discuss recommendations for next school year and submit individual recommendation for each student in core courses – Math, English, Science, Social Studies, Language
- Three (3) week window opens, students log-on to their Student Tyler account via the Computer to submit recommended courses and electives. **All selections by students are due by 2/08/23**
- This must be done through the STUDENTS TYLER ACCOUNT not Parent Portal
- Window closes; Parents will receive course selections in mail, sign off and return to guidance. There will be one week window to contact your students counselor with any changes.
- All requested parent changes must be submitted by 2/15/23. If a parent overrides a teacher recommendation, a course waiver sheet is required to be completed.

# WHAT TO EXPECT?

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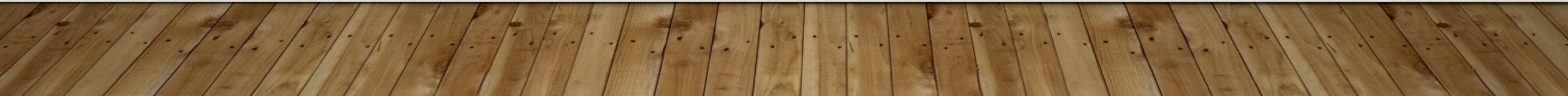
- STUDENTS TYLER ACCOUNT – All students are to log-in using their own student Tyler account information via the Computer. Access through a cell phone does not always translate correctly.
- Please be sure you are familiar with your student username and password for Tyler.
- If you are not familiar with your Student Tyler Account, or having difficulty accessing your account, please reach out to the Ambridge Area High School Help Desk at [TYLERSIS@AMBRIDGE.K12.PA.US](mailto:TYLERSIS@AMBRIDGE.K12.PA.US)

Example:

Username: [22basmith34@ambridgearea.org](mailto:22basmith34@ambridgearea.org)

Password: 221234

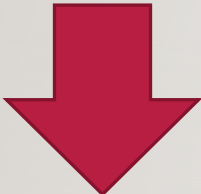
**STEP ONE: LOGGING INTO TYLER  
TO VIEW, ADD AND SCHEDULE  
ELECTIVES**



# Step One: On a Computer, go to the website:

[www.ambridge.k12.pa.us](http://www.ambridge.k12.pa.us)

Click on Students then:



STUDENTS



TYLER 360 (Left-Hand Side)

Or Click on the Yellow Tab TYLER SIS:

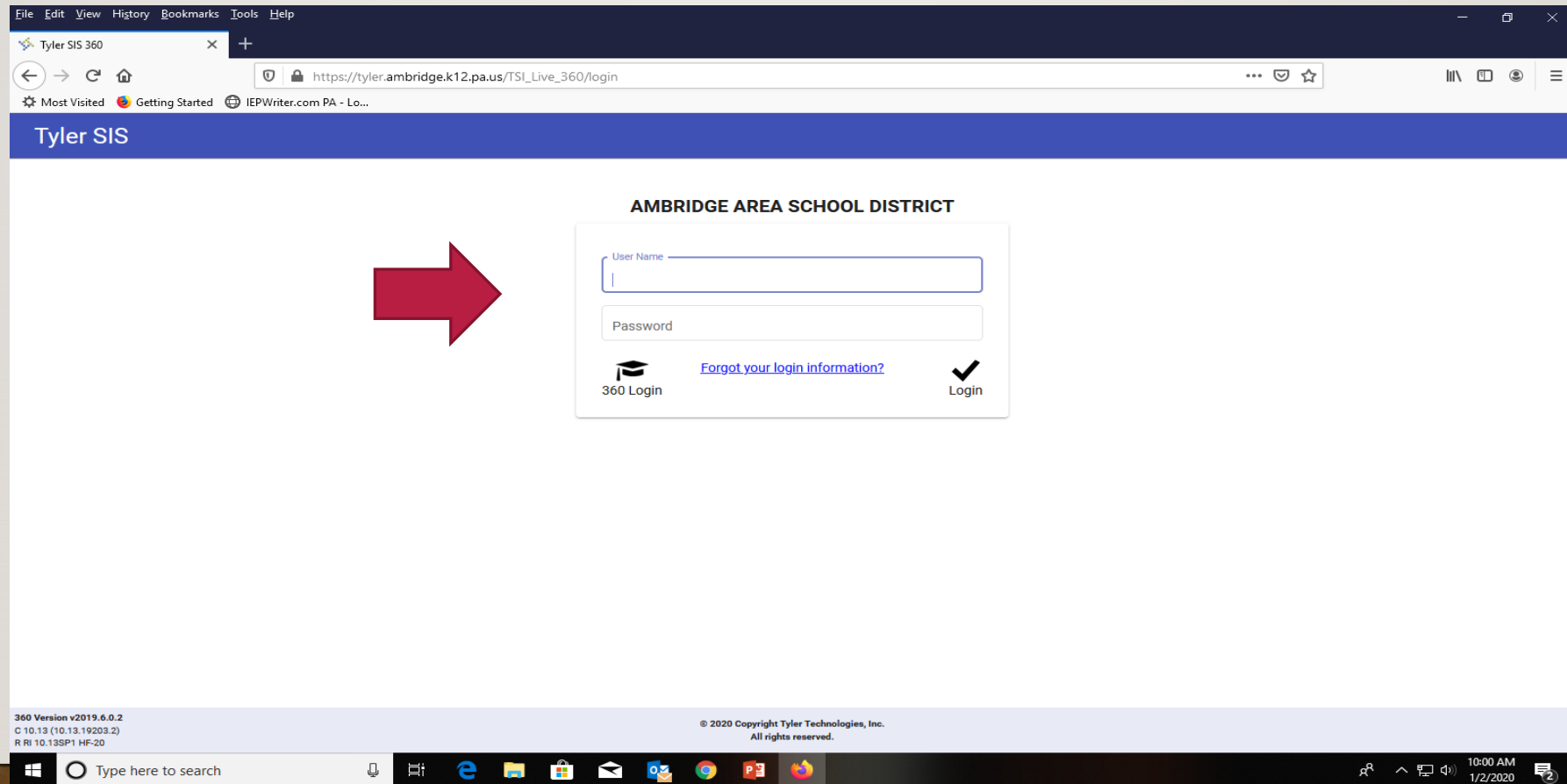


The screenshot shows the Ambridge Area School District website. At the top, there is a navigation bar with the Ambridge logo and the text 'Ambridge Area School District'. To the right of the logo are four tabs: 'Students', 'Staff', 'Parents', and 'TYLER SIS' (highlighted in yellow), followed by 'SCHOOLGY'. Below the navigation bar is a secondary menu with links for 'Home', 'Return to School', 'District', 'Schools', 'Departments', 'Services', and 'Calendar'. On the right side of this menu are social media icons for Twitter, Facebook, YouTube, and Windows. The main content area features a large banner for 'Pre-K and Kindergarten Registration 2022-2023' with a 'READ MORE' button. To the right of the banner is a sidebar with several news items, including 'Pre-K and Kindergarten Registration 2022-2023' and 'Pre-K Field Trip to the Science Center'.

# PROCESS: LOG IN

[HTTPS://TYLER.AMBRIDGE.K12.PA.US/TSI\\_LIVE\\_360/LOGIN](https://tyler.ambridge.k12.pa.us/TSI_LIVE_360/LOGIN)

## STUDENTS ARE REQUIRED TO USE THEIR STUDENT ACCOUNT



The screenshot displays a web browser window with the URL [https://tyler.ambridge.k12.pa.us/TSI\\_Live\\_360/login](https://tyler.ambridge.k12.pa.us/TSI_Live_360/login). The page header reads "Tyler SIS" and "AMBRIDGE AREA SCHOOL DISTRICT". The main content area features a login form with the following elements:

- A "User Name" input field.
- A "Password" input field.
- A link for "[Forgot your login information?](#)".
- A "360 Login" button with a graduation cap icon.
- A "Login" button with a checkmark icon.

A large red arrow points from the left towards the login form. At the bottom of the browser window, the version information "360 Version v2019.6.0.2" and copyright notice "© 2020 Copyright Tyler Technologies, Inc. All rights reserved." are visible. The Windows taskbar at the bottom shows the search bar and various application icons.



**\*ALL SCHEDULING INFORMATION WILL BE UNDER SCHOOL LIFE AND COURSE REQUESTS TAB**

**Tyler SIS** Student Summary

Grade 10 - AASD-AMBRIDGE HIGH SCHOOL Academic Year - 1920

**Announcements** 01/02/20  
No announcements for current date.

**Assignments**  
0 Missing in Last 30 Days 0 Due Today 0 Due Tomorrow

**Today's Attendance**  
0 Tardy 0 Absent

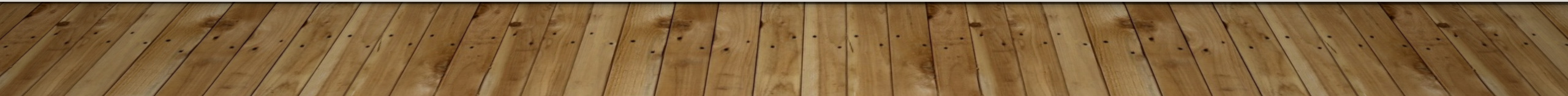
**Current Grades** Q2 [GO TO GRADES](#)

| Grade  | Course Name      | YTD Trdy | YTD Abs |   |
|--------|------------------|----------|---------|---|
| 99 (A) | AP PHYSICS I     | 1        | 3       | ▼ |
|        | AP Physics I Lab |          |         | ▼ |
|        | AP Physics I Lab |          | 1       | ▼ |

**Student Schedule** [GO TO STUDENT SCHEDULE](#)

| TODAY<br>Thursday 01/02                                     | NEXT SCHOOL DAY<br>Friday 01/03 |
|---|---------------------------------|
| 7:20 - 7:25 AM<br>Homeroom<br>6 - Hladio P                  |                                 |
| 7:30 - 8:15 AM<br>AP PHYSICS I<br>6 - Hladio P              |                                 |
| 8:19 - 9:01 AM<br>AP Physics I Lab<br>6 - Hladio P          |                                 |
| 9:05 - 9:47 AM<br>HONORS CHEMISTRY<br>11 - Moon Kutzavich T |                                 |
| 9:51 - 10:33 AM<br>HON.AMER.CULT II<br>130 - Knopsnyder L   |                                 |

**STEP TWO: ADDING CHOSEN  
ELECTIVES FOR THE 2023-2024  
SCHOOL YEAR**



# ADDING ELECTIVES: CLICK ON GRADE ELECTIVES ON TOP LEFT CORNER:

PLEASE SELECT A MINIMUM OF 5.00 TO A MAXIMUM OF 7.00 ELECTIVE CREDITS IN ORDER OF PREFERENCE.

ALL SCHEDULES MUST CONTAIN 8.00 TO 9.00 CREDITS TOTAL. FOR ANY .5 CREDIT CLASSES, 2 HALF CREDIT ELECTIVES MUST BE SELECTED TO EQUAL 1.00 FULL CREDIT.

FOR EXAMPLE: SELECT ART I (.5 CREDIT) AND ART II (.5 CREDIT) = 1.00 CREDIT PLEASE NOTE: PLEASE REFER TO THE COURSE SELECTION BOOK FOR ANY PRE-REQUISITES FOR A CLASS. IF YOU DO NOT MEET THE CLASS PRE-REQUISITES, YOU MAY BE REMOVED FROM THAT ELECTIVE CHOICE. FOR EXAMPLE, SELECT ART II, YOU MUST BE SURE YOU HAVE TAKEN ART I BEFORE SELECTING ART II

**Tyler SIS** Course Requests

Grade 10 - AASD-AMBRIDGE HIGH SCHOOL Academic Year - 1920

| More           | Requirement                          | Result | Type     | Minimum Credits | Maximum Credits | Current Credits | Remaining Credits | Requested Count | Scheduled Credits |
|----------------|--------------------------------------|--------|----------|-----------------|-----------------|-----------------|-------------------|-----------------|-------------------|
|                | 11th Grade Electives - Please select |        | Multiple | 1.00            | 3.00            | 2.00            | 0.00              | 2               | 0.00              |
| School Entered |                                      |        |          | 0.00            | 0.00            | 2.00            | 0.00              | 2               | 0.00              |
| <b>Total</b>   |                                      |        |          | <b>1.00</b>     | <b>3.00</b>     | <b>4.00</b>     | <b>0.00</b>       | <b>4.00</b>     | <b>0.00</b>       |


Status: Primary Request [+ Course Descriptions](#)

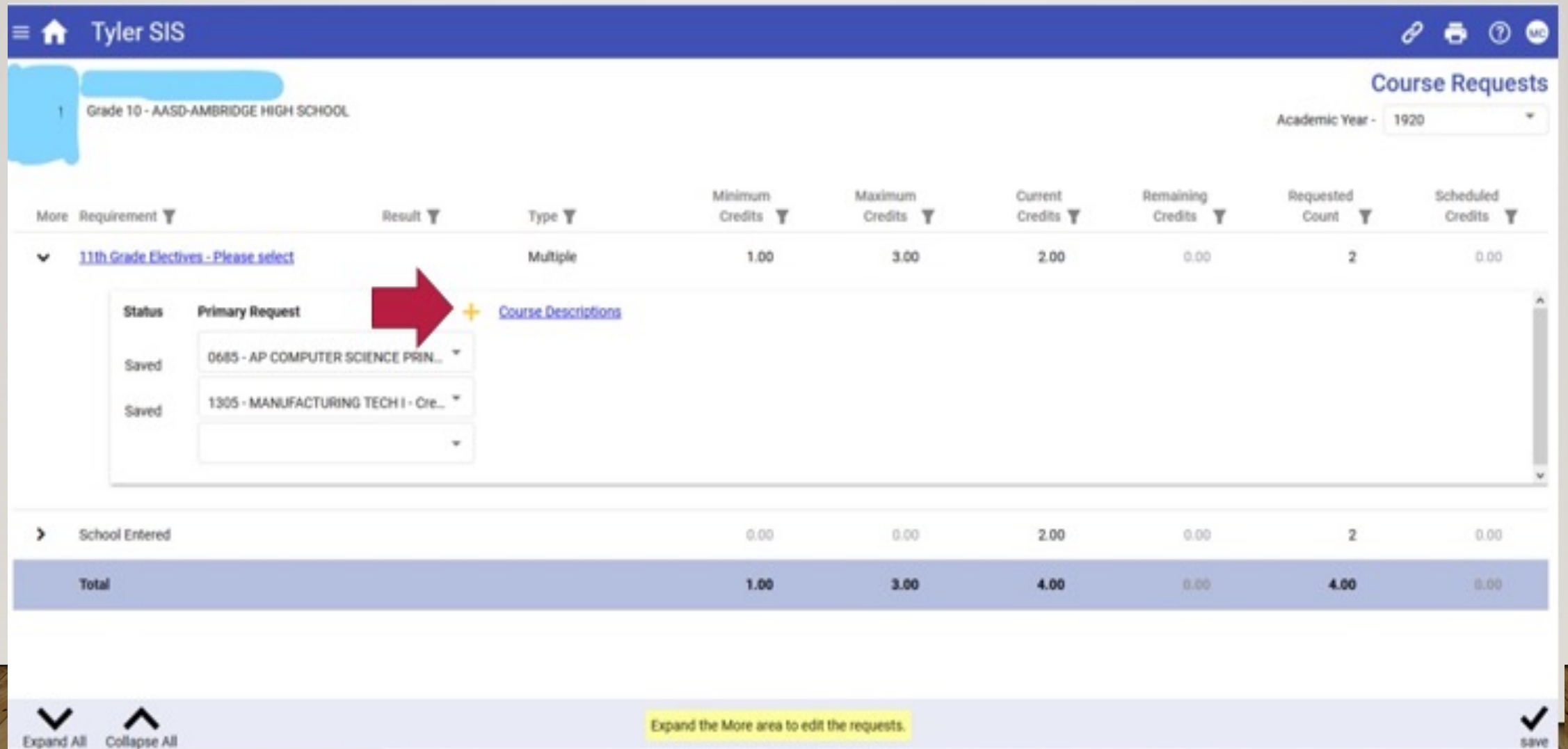
Saved: 0685 - AP COMPUTER SCIENCE PRIN...  
Saved: 1305 - MANUFACTURING TECH I - Cre...

Expand All Collapse All Expand the More area to edit the requests. Save

# YOU WILL THEN CLICK ON GRADE ELECTIVES:

A DROP DOWN SPACE WILL APPEAR TO ADD IN ELECTIVES. ALL ELECTIVES AS PER YOUR GRADE LEVEL WILL BE AVAILABLE TO SELECT.

PLEASE SELECT A MINIMUM OF 5.00 TO A MAXIMUM OF 7.00 ELECTIVE CREDITS. IF ADDITIONAL SPACES ARE NEEDED, PLEASE CLICK ON THE  SIGN ON THE UPPER CORNER TO ADD MORE ELECTIVES AND SELECTION SPACES AS NEEDED. YOU MAY ADD MORE THAN 6.00 ELECTIVES FOR ADDITIONAL ALTERNATIVES.



**Tyler SIS** Course Requests

Grade 10 - AASD-AMBRIDGE HIGH SCHOOL Academic Year - 1920

| More  | Requirement                          | Result | Type     | Minimum Credits       | Maximum Credits | Current Credits | Remaining Credits | Requested Count | Scheduled Credits |
|---|--------------------------------------|--------|----------|-----------------------|-----------------|-----------------|-------------------|-----------------|-------------------|
| ▼   | 11th Grade Electives - Please select |        | Multiple | 1.00                  | 3.00            | 2.00            | 0.00              | 2               | 0.00              |
| ▼ <b>11th Grade Electives - Please select</b> |                                      |        |          |                       |                 |                 |                   |                 |                   |
| Status: Primary Request                       |                                      |        |          | + Course Descriptions |                 |                 |                   |                 |                   |
| Saved: 0685 - AP COMPUTER SCIENCE PRIN...     |                                      |        |          |                       |                 |                 |                   |                 |                   |
| Saved: 1305 - MANUFACTURING TECH I - Cre...   |                                      |        |          |                       |                 |                 |                   |                 |                   |
| ▼   |                                      |        |          |                       |                 |                 |                   |                 |                   |
| ▶   | School Entered                       |        |          | 0.00                  | 0.00            | 2.00            | 0.00              | 2               | 0.00              |
| <b>Total</b>                                  |                                      |        |          | <b>1.00</b>           | <b>3.00</b>     | <b>4.00</b>     | <b>0.00</b>       | <b>4.00</b>     | <b>0.00</b>       |

Expand All Collapse All Expand the More area to edit the requests. save

ONCE COMPLETED WITH ELECTIVES, HIT **SAVE** ON THE LOWER RIGHT HAND CORNER OF YOUR SCREEN. STUDENTS CAN CHANGE SELECTIONS UP UNTIL **2/08/23**, THEN SCHEDULING **WILL BE CLOSED**.

Tyler SIS

Grade 10 - AASD-AMBRIDGE HIGH SCHOOL

Course Requests


Academic Year - 1920

| More  | Requirement                          | Result | Type     | Minimum Credits | Maximum Credits | Current Credits | Remaining Credits | Requested Count | Scheduled Credits |
|---|--------------------------------------|--------|----------|-----------------|-----------------|-----------------|-------------------|-----------------|-------------------|
| ▼   | 11th Grade Electives - Please select |        | Multiple | 1.00            | 3.00            | 2.00            | 0.00              | 2               | 0.00              |
| <p>Status: Primary Request <a href="#">+ Course Descriptions</a></p> <p>Saved: 0685 - AP COMPUTER SCIENCE PRIN... ▼</p> <p>Saved: 1305 - MANUFACTURING TECH I - Cre... ▼</p> <p>▼</p> |                                      |        |          |                 |                 |                 |                   |                 |                   |
| >   | School Entered                       |        |          | 0.00            | 0.00            | 2.00            | 0.00              | 2               | 0.00              |
| <b>Total</b>  |                                      |        |          | <b>1.00</b>     | <b>3.00</b>     | <b>4.00</b>     | <b>0.00</b>       | <b>4.00</b>     | <b>0.00</b>       |

Expand All Collapse All

Expand the More area to edit the requests.

save

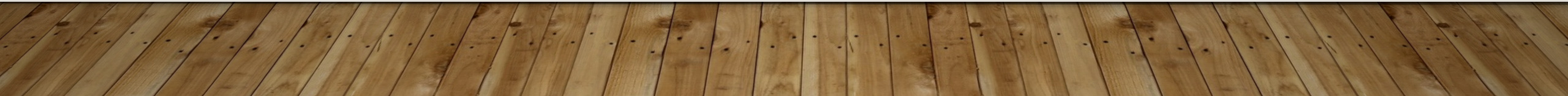


# ADDING ELECTIVES – CLASSES YOU CHOOSE FOR NEXT YEAR

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- Please select a minimum of 5.00 to a maximum of 7.00 Elective credits. List electives in order of preference. You may select more than 7.00 electives for more alternatives.
- All Schedules must contain 8.00 to 9.00 Total credits.
- For any .5 credit classes, 2 half credit electives must be selected to equal 1.00 full credit. For example: Select Art I (.5 Credit) and Art II (.5 Credit) = 1.00 Credit
- Please Note: Please refer to the Course Selection Book for any Pre-Requisites for a class. If you do not meet the class Pre-Requisites, you may be removed from that elective choice. For example, select Art II, you must be sure you have taken Art I AND passed Art I before selecting Art II.
- Any student that has not passed the Pre-Requisite course will be removed from the next course progression. Example: Remove Art II if did not Pass Art I
- Any course currently scheduled for second semester: Electives will be removed in reflection of end of year grade if not passed

**STEP THREE: VIEWING TEACHER  
CLASS RECOMMENDATIONS FOR THE  
2023-2024 SCHOOL YEAR**



# ACADEMIC TEACHER RECOMMENDATIONS: THE CORE CLASSES

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- Academic Teacher of Record will be adding the next course in Core Subject areas for your student – i.e. English, Math, Science, Social Studies, Language
- Recommendations are completed by the Academic Teacher based off of academic grades, participation, attendance and achievement in the current classroom.
- Any questions on next year recommendations and classes are to be directed to the Academic Teacher for best information for recommendation for 2023-2024 school year.
- A full e-mail directory and listing can be found at [www.ambridge.k12.pa.us](http://www.ambridge.k12.pa.us)
- **The waiver form posted on the District Website or in the Guidance Office must be completed if over-riding a teacher recommendation for the upcoming school year.**



\*CLICK ON THE *COURSE REQUESTS* BUTTON ON THE LEFT HAND SIDE UNDER SCHOOL LIFE

**Tyler SIS** Student Summary

Grade 10 - AASD-AMBRIDGE HIGH SCHOOL Academic Year - 1920

**School Life**

- Announcements
- Calendar
- Course Requests**
- Student History
- Student Details

**Announcements** 01/02/20

No announcements for current date.

**Assignments**

Missing in Last 30 Days: 0 Due Today: 0 Due Tomorrow: 0

**Today's Attendance**

Tardy: 0 Absent: 0

**Current Grades** Q2

| Grade  | Course Name      | YTD Trdy | YTD Abs |
|--------|------------------|----------|---------|
| 99 (A) | AP PHYSICS I     | 1        | 3       |
|        | AP Physics I Lab |          |         |
|        | AP Physics I Lab |          | 1       |

**Student Schedule**

| TODAY Thursday 01/02 | NEXT SCHOOL DAY Friday 01/03           |
|----------------------|--|
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| 8:19 - 9:01 AM       | AP Physics I Lab 6 - Hladio P          |
| 9:05 - 9:47 AM       | HONORS CHEMISTRY 11 - Moon Kutzavich T |
| 9:51 - 10:33 AM      | HON.AMER.CULT II 130 - Knopsnyder L    |

# COURSE REQUEST SCREEN –TEACHER RECOMMENDED COURSES CLICK ON SCHOOL ENTERED

Tyler SIS

Grade 10 - AASD-AMBRIDGE HIGH SCHOOL

Academic Year - 1920

Course Requests

| More         | Requirement  | Result | Type     | Minimum Credits | Maximum Credits | Current Credits | Remaining Credits | Requested Count | Scheduled Credits |
|--------------|--|--------|----------|-----------------|-----------------|-----------------|-------------------|-----------------|-------------------|
| >            | <a href="#">11th Grade Electives - Please select</a> |        | Multiple | 1.00            | 3.00            | 2.00            | 0.00              | 2               | 0.00              |
| >            | School Entered                                       |        |          | 0.00            | 0.00            | 2.00            | 0.00              | 2               | 0.00              |
| <b>Total</b> |  |        |          | <b>1.00</b>     | <b>3.00</b>     | <b>4.00</b>     | <b>0.00</b>       | <b>4.00</b>     | <b>0.00</b>       |

Expand All Collapse All

Expand the More area to edit the requests.

save



**TEACHER RECOMMENDATIONS:** YOU WILL SEE ALL COURSES UNDER THE SCHOOL ENTERED TAB SUBMITTED BY TEACHERS – RECOMMENDATION FOR NEXT YEAR.

PLEASE MAKE SURE YOU HAVE ALL CORE CLASSES – ENGLISH, SOCIAL STUDIES, MATH, SCIENCE, HEALTH AND PE – 9<sup>TH</sup> GRADE ONLY AND NEXT LEVEL LANGUAGE -IF MISSING A CORE CLASS OR HAVE A QUESTION ABOUT THE COURSE RECOMMENDATION, PLEASE SPEAK TO YOUR ACADEMIC TEACHER OF RECORD.

**Tyler SIS** 🔗 🖨️ ? 🗖

Grade 10 - AASD-AMBRIDGE HIGH SCHOOL Course Requests

Academic Year - 1920

| More                                   | Requirement  | Result | Type     | Minimum Credits | Maximum Credits | Current Credits | Remaining Credits | Requested Count | Scheduled Credits |
|--|--|--------|----------|-----------------|-----------------|-----------------|-------------------|-----------------|-------------------|
| >                                      | <a href="#">11th Grade Electives - Please select</a> |        | Multiple | 1.00            | 3.00            | 2.00            | 0.00              | 2               | 0.00              |
| ▼                                      | School Entered                                       |        |          | 0.00            | 0.00            | 2.00            | 0.00              | 2               | 0.00              |
| ▼ <b>Status</b> Primary Request        |  |        |          |                 |                 |                 |                   |                 |                   |
| Approved 320 - COLLEGE PREP ENGLISH 11 |  |        |          |                 |                 |                 |                   |                 |                   |
| Approved 960 - AP PHYSICS II           |  |        |          |                 |                 |                 |                   |                 |                   |
| <b>Total</b>                           |  |        |          | 1.00            | 3.00            | 4.00            | 0.00              | 4.00            | 0.00              |

Expand All Collapse All Expand the More area to edit the requests. Save

# CHECKLIST: FINAL THINGS TO REMEMBER:

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## CORE CLASSES FOR GRADUATION TO BE LISTED UNDER TEACHER RECOMMENDATIONS

- ENGLISH
- SCIENCE
- MATH
- SOCIAL STUDIES
- LANGUAGE
- HEALTH AND PE I (9<sup>TH</sup> GRADE ONLY) – ALL OTHER GRADE LEVELS SELECT BASED OFF OF CLASS COMPLETED AT THE HIGH SCHOOL

## ELECTIVES:

- AT MINIMUM: 5.00 – 7.00 Elective Credits – May have more than 7.00 for more additional alternatives
- LIST IN ORDER OF PREFERENCE
- MEET all Pre-Requisites – Passed the Class BEFORE SELECTING THE SECOND LEVEL

# THINGS TO REMEMBER:

- Please select a minimum of 5.00 to a maximum of 7.00 Elective credits. All Schedules must contain 8.00 to 9.00 TOTAL credits. Can contain more. For any .5 credit classes, 2 half credit electives must be selected to equal 1.00 full credit. For example: Select Art I (.5 Credit) and Art II (.5 Credit) = 1.00 Credit
- Please refer to the Course Selection Book for any Pre-Requisites for a class. If you do not meet the class Pre-Requisites, you may be removed from that elective choice. For example, select Art II, you must be sure you have taken Art I and PASS the class before selecting Art II. If the course has a pre-requisite there will be an (\*) next to it.
- Important: If you plan on taking a certain elective you must meet the prerequisite. If not meeting requirements, students may be removed and have the possibility of being placed into a course that you may have not selected.
- All second semester electives will be adjusted to reflect the grade earned and ability to meet pre-requisite.

# THINGS TO REMEMBER:

- Any CORE class recommendation questions or concerns are to be directed to your Academic Teacher of Record – Math, English, Science, Social Studies, Language – A full e-mail directory of all Teachers are listed at [www.ambridge.k12.pa.us](http://www.ambridge.k12.pa.us)
- Any Tyler Student Account questions, inability to access your Tyler Student Account or HELP needed due to technology concerns via Tyler are to be directed to: [Helpdesk@ambridge.k12.pa.us](mailto:Helpdesk@ambridge.k12.pa.us)
- Once all tallies have been collected course verification sheets with all courses to be scheduled for the 2023-2024 School Year will be mailed home to your parent or guardian.
- A signed copy will then be required to be submitted to the guidance department via mail or dropped off in the Guidance Department to Mrs. Misencik at [vmisencik@ambridge.k12.pa.us](mailto:vmisencik@ambridge.k12.pa.us).
- All information for Classes is listed at: [www.ambridge.k12.pa.us](http://www.ambridge.k12.pa.us) – Services – Guidance and Counseling – Course Selection Book 2023-2024

# THINGS TO REMEMBER:

- All STUDENT SELECTIONS IN TYLER ARE DUE BY **FEBRUARY 8, 2023**. Scheduling will be closed to students after **2/08/23**.
- Please ensure all students have course selections done by February 8, 2023.
- All parent change requests are due by February 15, 2023. No changes will be made after that date as per schedules. Any CORE class recommendations are to be directed to the Academic Teacher of Record.
- Any student wishing to change the recommended course is required to have a Course Waiver on File.
- In the event of a medical or extenuating circumstance, please contact the appropriate grade level counselor:
  - (Current 7<sup>th</sup> Grade Student) 6<sup>th</sup> to 7<sup>th</sup>: Ms. Scaletta - [GScaletta@ambridge.k12.pa.us](mailto:GScaletta@ambridge.k12.pa.us)
  - (Current 8<sup>th</sup> and 9<sup>th</sup> Grade Students) 8<sup>th</sup> to 9<sup>th</sup> and 9<sup>th</sup> to 10<sup>th</sup>: Ms. Benedict– [cbenedict@ambridge.k12.pa.us](mailto:cbenedict@ambridge.k12.pa.us)
  - (Current 10<sup>th</sup> and 11<sup>th</sup> Grade Students) 10<sup>th</sup> to 11<sup>th</sup> and 11<sup>th</sup> to 12<sup>th</sup> Mrs. Couch – [Kathryn.Couch@ambridge.k12.pa.us](mailto:Kathryn.Couch@ambridge.k12.pa.us)

**Thank you!**

**QUESTIONS?**