



108 Washington Street • P.O. Box 1724 • Cumberland, MD 21501-1724  
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February 2023

Dear Parents/Guardians and Students:

The scheduling timeline for the 2023-2024 school year is in progress. School counselors will be conducting class meetings to inform the students of the various instructional programs and courses available.

To assist you and your child with selecting courses, locate the 2023-2024 High School Programs of Study and 2023-2024 Course Selection Sheets on the ACPS website <http://acpsmd.org>. Click the **Parents and Students tab** and the 2023-2024 High School Programs of Study can be found on the **Student Resource bar** located on the left.

Please go to the website <https://md-allegany.myfollett.com> to enter requested courses electronically, **between February 27<sup>th</sup> and March 3<sup>rd</sup> from any computer with an internet connection**. Students who fail to make course selections during that time will receive a default schedule prepared by their school counselor.

If you have questions about any of the information above, please contact your child's school administrator or school counselor for assistance.

For parents of this year's junior students, please notice that the Dual Enrollment/Early College procedures have changed. The dual enrollment course descriptions are located in Section V of the High School Programs of Study.

In closing, please encourage and challenge your child to take rigorous courses in high school. We want every student to be prepared for post-secondary education or the ability to enter the world of work with the highly technical skills required in the competitive 21<sup>st</sup> century workforce.

Sincerely,

*Dr. Kim Green Kalbaugh*

Dr. Kim Green Kalbaugh  
Chief Academic Officer



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**Student Logon Instructions for Aspen**

On your internet browser, key in the following address: <https://md-allegany.myfollett.com>

Key in your Login ID and Password

Click on the **My Info** tab

Click on **Request** (side tab)

Your selections will be based on the grade specific course selection.

Select each Subject Area to choose from the options available

Once you have selected your courses, you may choose the **Post** option at the bottom of the screen to validate your requests and display your credit count. Validation will indicate whether you have selected all requirements or too many to fit in your schedule.

You may continue to logon and make changes until the selection process window is closed.

Changes can be made to your course selections from **02/27/23– 03/03/23.**

Please refer to the Programs of Study for course selection descriptions. The High School Programs of Study is available in the schools and on the ACPS website <http://acpsmd.org>. Click the **Parents and Students** tab and the 2023-2024 High School Programs of Study can be found on the **Student Resources bar** located on the left, as well as additional 2023-2024 Course Selection Sheets.

*NOTE: The 2023-2024 High School Programs of Study and the 2023-2024 Course Selection Sheets are PDF documents. You must have ADOBE Reader to access these documents. If they will not load for you, please visit <http://www.adobe.com> and Download ADOBE READER for FREE.*