

PERSONAL CURRICULUM (PC) REQUEST

LOG IN TO NAVIANCE:

1. Use Google Chrome
2. Go to: <https://student.naviance.com/uticahs>
3. Click on "Student"
4. Click on "Continue with Single Sign-On"
5. Enter your school email, then enter.
6. Then type in your "Its" password and hit enter. It will take you to your Naviance home page.

SAVE A COPY OF YOUR CAREER CLUSTER:

1. Click on the **CAREERS** tab at the top on the right side.
2. Under the **Explore** section, click on **Careers, Clusters, and Pathways** and then select on your left, **Favorite careers and clusters**.
3. Click Print and save the page as a PDF or to One Note. If that doesn't work take a screenshot.

COMPLETE AND SAVE A COPY OF THE PERSONAL CURRICULUM REQUEST FORM (on the website):

YOU WILL NEED TO DOWNLOAD AND SAVE THE FORM IN ORDER TO DO THE DIGITAL SIGNATURE, THEN CLICK "OPEN WITH" AND SELECT ADOBE READER!

1. Click **PC PLAN Writable PDF**. Fill in the required information.
2. Digitally sign the document (both student and parent) *(instructions on website if needed)*
3. Save the document.
4. Select **PC Request Writable PDF**. Fill in the required information.
5. Digitally sign the document (both student and parent) *(instructions on website if needed)*
6. Save the document.

TURN IN DOCUMENTS:

1. **EMAIL both** the completed **PC Request Form and PC Plan Form**, as well as a copy of your **Favorite Careers and Clusters** page to **your counselor**.
2. If it is not digitally signed or printed and signed it will not be accepted. *(you cannot type in your name)*
3. Your counselor will review the request, sign the paperwork, and submit the forms to the UCS Board Office for review.

A – F	Dr. Krolczyk	virginia.krolczyk@uticak12.org
G – KA	Mrs. Bronski	kelly.bronski@uticak12.org
KE – PI/AVID	Dr. Perry	lawrence.perry@uticak12.org
PL – Z	Mrs. Carabelli	annemarie.carabelli@uticak12.org