



27<sup>th</sup> March 2020

## **RE: 5<sup>th</sup> year options process 2020**

***Dear Transition Year Students & Parents,***

We find ourselves in unusual and unprecedented circumstances with school closures arising from the current Covid-19 pandemic. As a result, we are asking you to access the support materials provided here to best help inform your decisions when choosing your subject options for Leaving Certificate 2020-2022.

The support materials are the same as would have been provided to you during the parental information evening and the student subject presentation. Unfortunately, these events cannot now go ahead due to the school remaining closed until April 19<sup>th</sup>. Ms McManus, one of our college career guidance counsellors, has been busy ensuring that these materials are ready for you to access remotely. We are also providing a link to the excellent education site [www.careersportal.ie](http://www.careersportal.ie) that contains detailed subject information that will further help support your decision making. The subject choice part of the options process has been completed online for the last two years and as a result there is thankfully no change in this regard.

As parents of next year's 5<sup>th</sup> year students you are requested to choose subject options via your parental vsware account which all parents have access to. In order to complete this options process you will need to visit our vsware website which is [www.lucancc.vsware.ie](http://www.lucancc.vsware.ie) (vsware is best accessed through Google Chrome).

Start off by entering your username and password and click 'sign in'. If you have forgotten your parental vsware password please click 'Reset Password' at the bottom of the vsware login page and follow the steps. If you are having any difficulties accessing your vsware account please contact me directly at [stephenbrett@lucancc.ie](mailto:stephenbrett@lucancc.ie).

Once you have entered your account details you should select 'student options' in the left panel. You must proceed to enter each subject in order of preference using the drop-down menu.

There is a video available at <https://vsware.wistia.com/medias/kr62eqh02z> that will show you exactly how it's done. A separate document 'Advice on completing the online vsware subject choice' will further support the completion of the online subject choice.

The online subject selection through vsware should be completed by ***4pm Friday 3<sup>rd</sup> April 2020***. If your subject options are not completed by this date it may impact on our ability to offer the subjects selected.

I would like to sincerely thank you for your patience and understanding during the difficult period for all.

Kind regards,

Stephen Brett