8 Simple Steps to Register for Next School Year

OBJECTIVE: All Students will successfully register for 2015-16 school year

ACTION STEPS: Students will review their academic history and academic goals. While utilizing the Power School Student Portal Account, students will follow directions and make purposeful decisions about their academic path with the School Counselor.

Step 1: Login to the computer and your PowerSchool **Student** Portal

Step 2: Click on the Class Registration tab on the left hand side of the page

> - *You must select 8 Primary courses and 3 Alternate courses for a total of 11.*
> - *You may select up to 5 alternates.*
> - *Please know your choices are final and will only be changed under extreme circumstances. These selections drive the needs of the school, hiring of teachers and number of sections offered. – Please be purposeful and make meaningful choices.*
> - *Although you are being guided to complete registration today, you have until March 20th to make your final selections.*

Step 3: Click the pencil icon on the right indicating the subject area

Step 4: Then, Click the box on the course you are selecting for next year. You will probably view recommendations from your teacher here. (Level change request forms are needed to register for classes that are outside of your teacher recommendation)

Step 5: Click OK. Your request appears on the screen!

Step 6: Repeat steps 3, 4, and 5 down the list of subject areas until you have 8 Primary selections.

> - *In some cases you will be limited to just one choice (like English) and in other subject areas you can make multiple selections which is convenient for sequenced courses or subject areas you have a lot of interest in.*

Step 7: Select a minimum of 3 Alternates (up to 5). Click OK.

Step 8: Check your work and click the Submit button on the bottom.

> - *You will not be able to submit unless you have 8 Primary and 3 Alternate Selections*
> - *Editing is easy. Just click on the pencil icon area where the error has occurred unclick the box of the undesired course followed by clicking the box of your new choice. Click OK.*