POWERSCHOOL INSTRUCTIONS

PLEASE NOTE:

YOU MUST BOTH COMPLETE AND SUBMIT THE PAPER FORM AS WELL AS SELECT YOUR COURSES IN POWERSCHOOL

First complete the paper course request form. Use the completed form to select courses in PowerSchool

1. Log into PowerSchool (student account)
2. Scroll down on left side menu and click "Class Registration"
3. Click the pencil icon at the top right corner of a class category to select a course from within that category
4. Select your desired course (it will highlight blue) and click "okay"
   a. Classes are listed alphabetically
   b. Some categories will have multiple pages of courses
   c. You are able to select multiple courses from the same category
5. The selected course should appear as a rectangle under the category
6. Continue selecting your desired courses for the next academic year, including alternates (you are unable to rank alternates in PowerSchool, only on your paper form)

AFTER REQUESTING YOUR COURSES IN POWERSCHOOL, RETURN YOUR PAPER FORM (ATTACH ANY OTHER REQUIRED FORMS)

- **Rising 9th Grade - Return to instructed location at school**
- **Rising 10th-12th grade: Return to 2nd block teacher**