

# Student Guide

# Power School

## Class Registration Portal

### Spring 2020



### Step 1

Log in to **your** Power School student account.

### Step 2

Click on the “Class Registration” link on the left hand side of your screen.

### Step 3

You will see a list of courses available to students in your grade. Using the pencil icon on the right hand side of your screen, select the appropriate classes in each subject area.

- If you see a RED EXCLAMATION POINT, action is required in that subject area or it is a required class for students in your grade.
- A GREEN CHECK MARK indicates that you have registered for what is required in that area.

### Step 4

Once you have registered for EIGHT classes and FOUR alternates, you will click submit and complete your registration.

### Step 5

Return your completed registration card to your counselor at your scheduled meeting.

**Student Name:** \_\_\_\_\_

**Homeroom Teacher Name:** \_\_\_\_\_

**Registration Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

## **Important & Frequently Asked Questions**

**How will I know when I will see my counselor?**

*CHECK YOUR EMAIL! Counselors will be sending out appointment dates & times AND reminders throughout February and March.*

**Do I have a better chance of getting the classes I want if I register first?**

*NO! You are picking classes- not a schedule. Schedules are not created until well after the very last student registers.*

**Should I wait to meet with my counselor before I register online?**

*NO! Go ahead and register when you're ready. We will review and can make changes during your registration appointment if we need to.*

**I don't remember what classes I've taken.... Or if I passed. Can I get a copy of my transcript?**

*Did you know you can access your past classes and grades on Power School? Simply click on the "Grade History" link on the left side of your Power School account home screen to find more information on what you've taken and what you earned!*

**Why is it important to register for classes I want to take? Can't I just change my mind later?**

*We offer classes that students register to take. If you want to take an elective but don't sign up for it now, we may not have a seat in it for you next year. It's important that you sign up for what you want because that's how we decide what to offer!*

**Why do I have to complete a Registration Card if I'm also registering online?**

*Well because sometimes things go wrong ☺ We like to have a paper record of what you want to take in case the registration portal goes down. Additionally, the paper card is what your parent(s) sign so we know that they are aware of and agree to what you're planning to take!*

**What should I bring to my registration appointment?**

*Please bring your completed, SIGNED registration card and your laptop.*

**Who is my counselor?**

*Great question! We assign counselor by alphabet:*

**Karen Lehew** - last names A- Di

**Brandi Armstrong** - last names Do-Ko

**Laura Harris**- last names Kr-Rog

**Ashlyn Knosby**- last names Roh-Z

**Brandi Armstrong** – 504 Coordinator/Counselor

