Requesting Courses Using PowerSchool Class Registration

A Reference Guide for KGHS Parents And Students

The following instructions and screen shots are provided to help guide students and parents through the step-by-step process for requesting classes for the next school year. Counselors will meet with students individually to ensure accuracy. The program of studies can be found on the counseling page of the KGHS website, select the counseling tab and select the program of studies tab.

Step #1:

The screen is accessible through the student or parent portal.

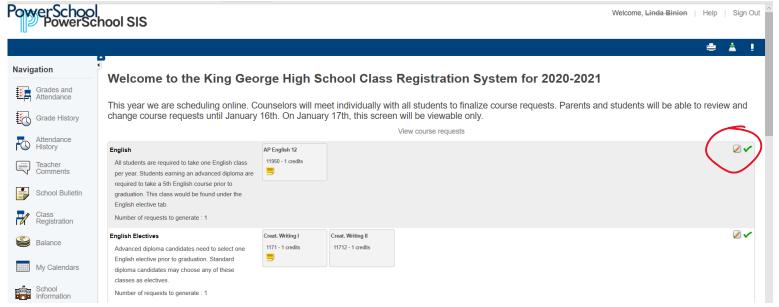
Step #2:

After entering your Username and Password, you will be directed to the Home Screen (example shown below). From this screen, select the Class Registration link on the left-hand side.



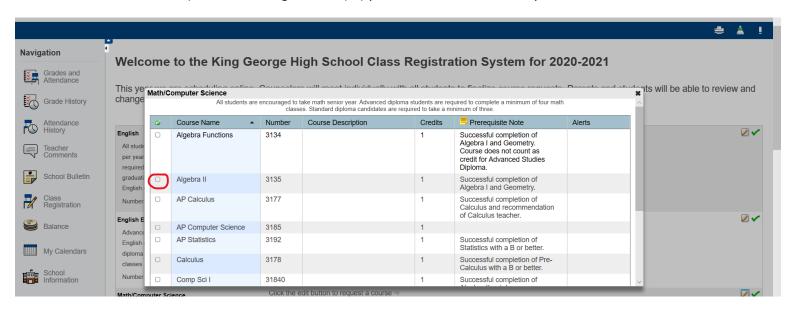
Step #3:

The Class Registration page provides information for each Course Category. Within each Course Category students are required to make a course request. Students will need to click on each will icon to view the options and make a decision on which course the student would like to request (see the red circle below).



Step #4:

After selecting the local icon, students / parents will see the following course options screen which provides course names, numbers, credits, etc. Be sure to click the box(es) of any class that you wish to take (box is located where the red circle is below). After checking the class(es) you wish to take hit the okay button on this screen.



Step #5: After selecting all course requests click 'Submit' to save and request the courses you have selected.

PLEASE NOTE THE FOLLOWING:

- If you do not select enough credits, the system will not allow you to "Submit" the request.
- Students/parents will view the Course Requests screen by clicking on the words "View Course Requests".
- Course selections you see are NOT in any particular order (in terms of the class period of the day) and the teacher assignments will not be confirmed until just prior to the start of the school year.
- Choose courses wisely because the number of sections is built on your course requests.
- Choose classes that help you achieve your future goals.