

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.

The screenshot shows the PowerSchool SIS Home Screen. At the top, there is a header with the PowerSchool logo and the text "PowerSchool SIS". On the right side of the header, it says "Welcome, Linda Binion" and has links for "Help" and "Sign Out". Below the header is a navigation bar with icons for Grades and Attendance, Grade History, Attendance History, Teacher Comments, School Bulletin, Class Registration, Balance, My Calendars, School Information, and Message Sender. The main content area is titled "Welcome to the King George High School Class Registration System for 2020-2021". Below the title, there is a message: "This year we are scheduling classes online. Follow the directions provided by your counselor and then share your course selection sheet with your parents! You will have a few days to make changes by signing in to your PowerSchool portal." To the right of this message is a link "View course requests". Below the message is a table with course categories and their requirements. Each row has an edit button icon (a pencil inside a square) on the right side.

Course Category	Requirements	Action
English	All students must select one English class. Number of requests to generate : 1	Click the edit button to request a course ➡
English Electives	Advanced Diploma candidates are required to pass one English elective as a graduation requirement. Standard diploma candidates may choose one or more of these classes, but are not required to do so. Number of requests to generate : 1	Click the edit button to request a course ➡
Math Courses/Computer Science	All students are required to select one math class. Number of requests to generate : 1	Click the edit button to request a course ➡
Science	All students are required to take one science class. Number of requests to generate : 1	Click the edit button to request a course ➡
Social Studies	All students are required to choose one social studies class. Number of requests to generate : 1	Click the edit button to request a course ➡
Foreign Language	Advanced diploma candidates are required to take three years of a foreign language. Standard diploma	Click the edit button to request a course ➡

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  icon to view the options and make a decision on which course the student would like to request (see the red circle below).

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars
- School Information



Welcome to the King George High School Class Registration System for 2020-2021

This year we are scheduling online. Counselors will meet individually with all students to finalize course requests. Parents and students will be able to review and change course requests until January 16th. On January 17th, this screen will be viewable only.

[View course requests](#)

English
All students are required to take one English class per year. Students earning an advanced diploma are required to take a 5th English course prior to graduation. This class would be found under the English elective tab.
Number of requests to generate : 1



AP English 12
11950 - 1 credits


English Electives
Advanced diploma candidates need to select one English elective prior to graduation. Standard diploma candidates may choose any of these classes as electives.
Number of requests to generate : 1

Create. Writing I
1171 - 1 credits

Create. Writing II
11712 - 1 credits

Step #4:

After selecting the  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.

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Math/Computer Science
All students are encouraged to take math senior year. Advanced diploma students are required to complete a minimum of four math classes. Standard diploma candidates are required to take a minimum of three.

<input type="checkbox"/>	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input type="checkbox"/>	Algebra Functions	3134		1	Successful completion of Algebra I and Geometry. Course does not count as credit for Advanced Studies Diploma.	
<input checked="" type="checkbox"/>	Algebra II	3135		1	Successful completion of Algebra I and Geometry.	
<input type="checkbox"/>	AP Calculus	3177		1	Successful completion of Calculus and recommendation of Calculus teacher.	
<input type="checkbox"/>	AP Computer Science	3185		1		
<input type="checkbox"/>	AP Statistics	3192		1	Successful completion of Statistics with a B or better.	
<input type="checkbox"/>	Calculus	3178		1	Successful completion of Pre-Calculus with a B or better.	
<input type="checkbox"/>	Comp Sci I	31840		1	Successful completion of	

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.**