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

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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

Creat. Writing I
1171 - 1 credits

Creat. 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.

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

Click the edit button to request a course

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.**