

Schedule Building Checklist

Please follow the directions below and complete the steps within a week after you receive your course request sheet.

- Fill out the course request form completely, including two alternative electives (these are courses that are not already circled) and get required teacher and parent signatures.
- Enter the course request information online from your Powerschool Student/Parent Access portal.
 - Click on the class registration icon, on the left side of the page.
 - You must enter the courses that were marked and approved by parents and teachers on your course request form.
 - Your required classes and the elective alternatives have a ! and you must select courses from those categories.
 - If you need to make up a course you have failed, those courses are listed in the *Make Up Courses* section.
- Select elective classes to fill in the remaining 8 schedule slots.
 - Remember that some classes are 2 credits and therefore fill 2 slots. Band requires you to check Band A and Band B. Choir requires you to check Choir A and Choir B. Band + Choir requires you to check the 4 boxes for Choir/Band. AP Calculus requires you to check AP Calculus 1 and 2. Work Release, if available, takes up one slot even though no credit is earned, seniors may select this twice.
- Only sign up for the classes online that you previously selected and that are circled on your course request sheet. The guidance office will be checking to make sure that you signed up for the courses that you marked on your signed course request sheet.
- You know you are finished when you do not have any red exclamation points and then click SUBMIT.
- **Turn your signed course request form in to the guidance office.**
 - You will not be able to make any further changes to your course requests after the course request form is turned in.
- If you do not have access to the internet, please come to the guidance office.
- If you have problems with this process please come to the guidance office.