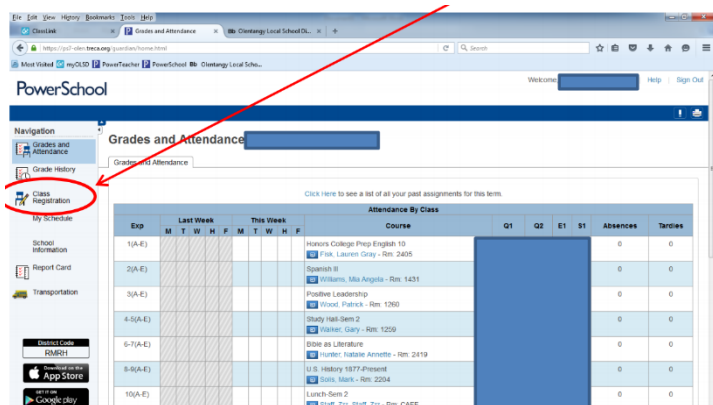




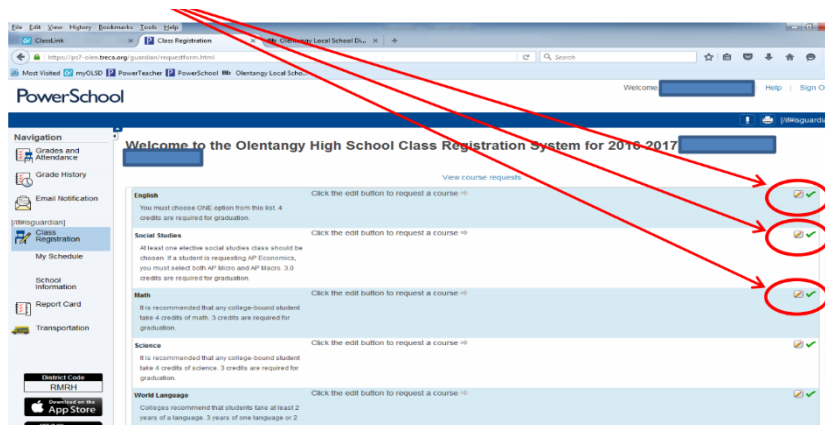
Selecting Course Requests – Step Sheet



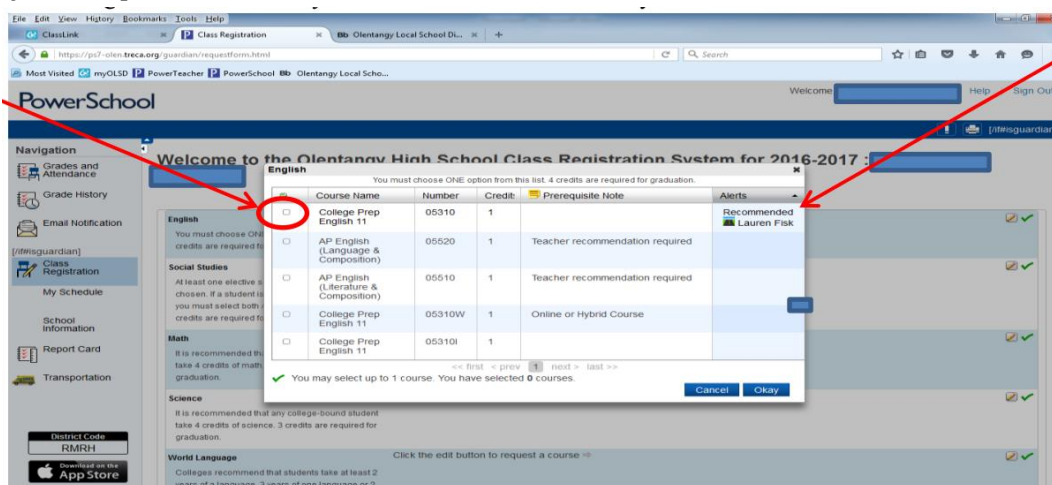
1. Sign into PowerSchool through MyOLSD. Click “Class Registration” icon on the left.



2. Click the pencil for each course group and select all courses you wish to request for the upcoming school year.



3. In each course group, check the box for the course you wish to request. The courses you are recommended for by your current teacher will be **BOLDED** with the teacher's name as the person recommending you for the course. If you do not see a recommendation, then the teacher did not place a recommendation into PowerSchool. Once you have the course selected, you would like to take, click OKAY to enter your requests.



4. After you have made all of your requests for each course group, click “submit” to save your requests. You do not need to enter requests in each “department/section.”

The screenshot shows a web form for course requests. It has several sections for different course groups: 'Late Arrival/Early Release - Semester 1', 'Late Arrival/Early Release - Semester 2', 'Lunch - Semester 2', and 'Lunch - Semester 1'. Each section contains a table with course details like 'Cr Hrs' and 'Credits'. At the bottom right, there is a blue 'Submit' button, which is circled in red with a red arrow pointing to it. Below the form, it says 'Requires at least 0 credit hours. Requesting 0 credit hours.'

5. Review all of your course requests for the upcoming school year. In the next few weeks, you will meet with your School Counselor to review your requests and confirm your selections. If you requested a course that requires an application or audition, be sure to know where to find the application or when the audition will take place. After selections are made, any changes to requests will be completed from your School Counselor. Remember, these are requests for next year, not your schedule. Your schedule will be built based on all student requests and will be available in August. While we do everything we can to grant these requests, we cannot guarantee you will get every class.

The screenshot shows the PowerSchool website interface. On the left is a navigation menu with options like 'Grades and Attendance', 'Grade History', 'Class Registration', 'My Schedule', 'School Information', 'Report Card', and 'Transportation'. The main content area is titled '2016-2017 Course Requests:' and contains a table with the following data:

Cr Num	Course	Type	Cr Hrs	Prerequisite Notes
1. 05310	College Prep English 11	Required	1.00	
2. 11310	Algebra II	Required	1.00	
3. 99201	Lunch-Sem 1	Required	0.00	
4. 99202	Lunch-Sem 2	Required	0.00	
5. 03930	Marketing Applications	Elective	1.00	
6. 06340	Spanish IV	Elective	1.00	
7. 13310	Chemistry	Elective	1.00	
8. 13810	Anatomy & Physiology	Elective	1.00	
9. 15540H	AP Economics Host	Elective	1.00	
10. 99011	Study Hall-Sem 1	Elective	0.00	
11. 99012	Study Hall-Sem 2	Elective	0.00	
Total Credit Hours Requested			7.00	

Last day to make change requests March 31, 2021 – form on Berlin Student Services website