

FROM THE OFFICE OF ACADEMIC AFFAIRS

COURSE SELECTION FOR 2019-2020

ON LINE ACTIVATION: 12 NOON ON MONDAY, APRIL 1

COURSE SELECTION FORM SUBMISSION DEADLINE FOR STUDENTS: WEDNESDAY, APRIL 17

1. Course Selection through Power School will be activated BY 12 NOON ON MONDAY, APRIL 1, 2019.
2. Course Selection is due no later than 12 NOON ON WEDNESDAY, APRIL 17, 2019. This is an adjustment of the prior due date of April 24. This adjustment was made to accommodate data entry submission deadlines in the Power School portal.
3. PLEASE NOTE: Course Selection CANNOT be accessed via the Power School APP on a mobile phone. YOU MUST USE A WEB BROWSER WITH ACCOUNT LOG IN INFORMATION TO ACCESS COURSE SELECTION FOR NEXT YEAR. IF YOU HAVE A QUESTION ABOUT YOUR LOG IN INFORMATION, PLEASE CALL ACADEMIC AFFAIRS AT EXTENSION 271 OR HAVE YOUR SON/DAUGHTER GO TO ROOM 230 TO REQUEST ASSISTANCE. We are happy to help.
4. THERE IS NO "PRINT" OPTION ON THE PARENT/STUDENT SIDE OF THE POWER SCHOOL PORTAL. FORMS WILL BE DISTRIBUTED AFTER EASTER BREAK IN HOMEROOM FOR STUDENTS TO BRING HOME AND RETURN WITH PARENT SIGNATURE FOR CONFIRMATION. THERE WILL BE AN ANNOUNCEMENT AND AUTOMATED PHONE MESSAGE ON THE DAY FORMS ARE DISTRIBUTED.

TO ACCESS YOUR SON/DAUGHTER'S COURSE SELECTION FORM:

1. LOG IN TO YOUR ACCOUNT IN POWER SCHOOL VIA WEB BROWSER. DO NOT USE PHONE APP.
2. CHOOSE "CLASS REGISTRATION" FROM LEFT MENU TOOLBAR.
3. REVIEW COURSES, PLACEMENT AND CHOOSE ELECTIVES IF AVAILABLE.
4. REVIEW INSTRUCTIONS AT THE TOP OF THE SCREEN, AND FOLLOW POP UP PROMPTS IF THEY OCCUR.
5. BE CERTAIN TO CLICK "SUBMIT" AT THE BOTTOM OF THE SCREEN TO REGISTER FOR COURSES
6. REMINDER: ACCESS TO CLASS REGISTRATION (COURSE SELECTION) FEATURE IN POWER SCHOOL WILL EXPIRE AT NOON ON WEDNESDAY, APRIL 17.

MRS. O'GRADY IS AVAILBLE VIA EMAIL TO ADDRESS QUESTIONS AT cogrady@archwood.org

We thank you for your patience as we move through each phase of the academic features in our new system.



Thank You