Directions for Entering Elective Courses 2012-2013

- This year, parents and students will have the ability to use the Parent Portal to enter requests for elective courses only.
- Entering elective requests through the Portal does not replace the individual meetings that counselors will have to discuss course registration for the following year.
- Parents/Guardians must have received their access codes and set up their accounts prior to doing this.
- Access codes must be picked up in person from your child’s school counselor.
- Families will have the ability to make these elective course requests from January 25 to January 31st.
- Counselors will start meeting with families beginning February 1, and we strongly encourage parents to contact their counselor in order to be a part of these very important meetings.
- You may sign up for these meetings in the meeting sign up books in the main office until January 27th.

Please follow these directions for entering elective course requests:

1. Sign into the Parent Portal
2. Click Class Registration from the navigation bar – the class registration page will appear
3. Click the Pencil icon to
4. select electives
5. Click OK
6. Repeat for the next elective
7. Pick four electives
8. When all classes have been chosen, scroll to the bottom of the page and click submit

Please note that there are several pages of electives, and that you are encouraged to look through ALL of the pages before making your selections.

Please contact your counselor with any questions about navigation through this process.