

REGISTRATION INSTRUCTIONS

The scheduling window will **open on Friday, February 3rd at 3:00 P.M.** and **close on Thursday, February 16th at 8:00 A.M.** You will only be able to register for classes during that window; you can also go in and make changes as many times as needed until it closes.

- ✦ If you do not register for classes during the scheduling window, your classes will be picked for you, and you will not be allowed to change them.
- ✦ We print and save a list of the courses you register for, because we build the schedule off of your requests.
- ✦ If you have any problems selecting courses or want to brainstorm future plans, please sign up in Student Services during the scheduling window. We would be happy to help!

The screen shots below are from 10th grade's scheduling screen; however, overall directions are the same at each grade level.

1. When you first open your PowerSchool page, click on *Class Registration* located on the left.

Welcome to the Leslie High School Class Registration System for 2023-2024

Welcome to the class registration system for Leslie High School. You will be registering for the 2023-2024 school year. The scheduling window is now open. The window will close on Thursday, February 16th. To register for classes, you need to carefully select 15 courses and 5 alternates. Some required courses have been pre-scheduled for you.

[View course requests](#)

English Requirement English 10 A English 10 B

English 10 (A & B) is a required course for sophomores. This course has been pre-scheduled for you. (If you move to the AP English track, we will change your schedule to Honors English 11 A & B once notified.)

ENG101 - 1 credits ENG102 - 1 credits

Number of requests to generate : 1

Math Requirement Click the edit button to request a course =>

You must select either Geometry (A and B) or 3-Tri Algebra II (A,B and C) to meet your math requirement.

Number of requests to generate : 1

Science Requirement Click the edit button to request a course =>

You must select a science course from the following choices to meet your science requirement: Biology (A and B), Intro. to Chemistry (A and B), or Chemistry (A and B).

Number of requests to generate : 1

2. If there is already a green check mark next to the section it either means: the courses are required for your grade and have been pre-selected for you, you do not need a course in this area because you've already taken it, OR you have the option to postpone the course.

Social Studies Requirement US Hist/Geog A US Hist/Geog B

U.S. History/Geography is a required course for sophomores. This course has been pre-scheduled for you.

HIS201 - 1 credits HIS202 - 1 credits

3. To choose your classes for a section, click on the paper-pencil icon.

SCIENCE REQUIREMENT Click the edit button to request a course ⇒ 

You must select a science course from the following choices to meet your science requirement: Biology (A and B), Intro. to Chemistry (A and B), or Chemistry (A and B).

4. Next, a box will open with the courses available for that section. The directions will be at the top above the courses. At the bottom of the box are the required number of courses that must be selected.

Science Requirement 

You must select a science course from the following choices to meet your science requirement: Biology (A and B), Intro. to Chemistry (A and B), or Chemistry (A and B).

<input checked="" type="checkbox"/>	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input type="checkbox"/>	Chemistry A	CHM201		1		
<input type="checkbox"/>	Chemistry B	CHM202		1		
<input type="checkbox"/>	Intro Chemistry A	CHM101		1		
<input type="checkbox"/>	Intro Chemistry B	CHM102		1		

<< first < prev 1 next > last >>

 You may select 2 courses. You have selected 0 courses.

Cancel Okay

5. Continue clicking on the pencil and completing each section until they all have a green check mark. A red exclamation mark means that the section is incomplete. Also, keep an eye on the bottom number; it should add up to 15 once you have chosen all of your courses.

MATH REQUIREMENT Click the edit button to request a course ⇒ 

You must select either Geometry (A and B) or 3-Tri Algebra II (A,B and C) to meet your math requirement.

6. You must also choose 5 alternate courses. These must be **different** from the courses you picked above. **For example, if you picked Team Sports already DO NOT PUT IT AS AN ALTERNATE. If a class you pick as an alternate ends up in your schedule, you will have to keep the course next year.**

Alternates Click the edit button to request a course ⇒ 

You must choose 5 different courses from the ones you've already selected. Duplicated choices from your first 15 will be regarded as permission for the Counseling Dept to pick classes for you if we encounter a scheduling conflict. Alternates are considered a course choice and if used in your schedule cannot be dropped.

7. **SKIP the Additional Requests Section.** It shows up on the scheduling screen but does not have a purpose, and unfortunately the system does not let us delete it. You can just skip right over it.

Additional Requests Click the edit button to request a course ⇒  

Requests that are not associated with any course group

8. Once you have selected 15 courses and 5 alternates, hit the submit button at the bottom of the page.

