

## 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 27<sup>th</sup>.

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.