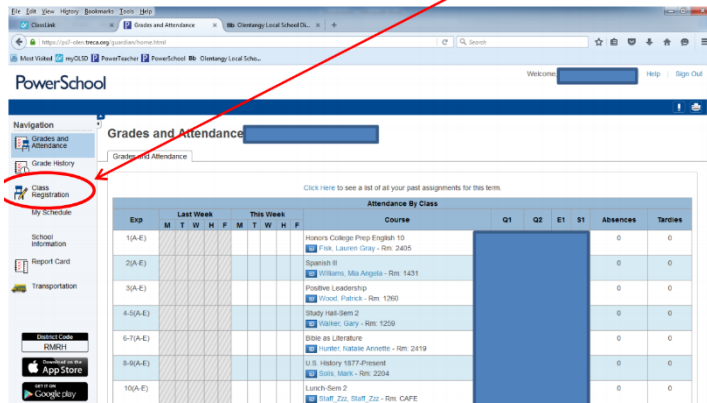




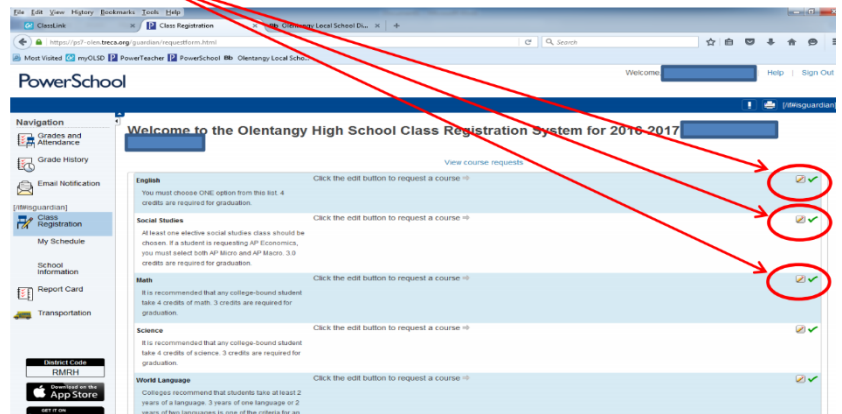
Selecting Course Requests – Step Sheet



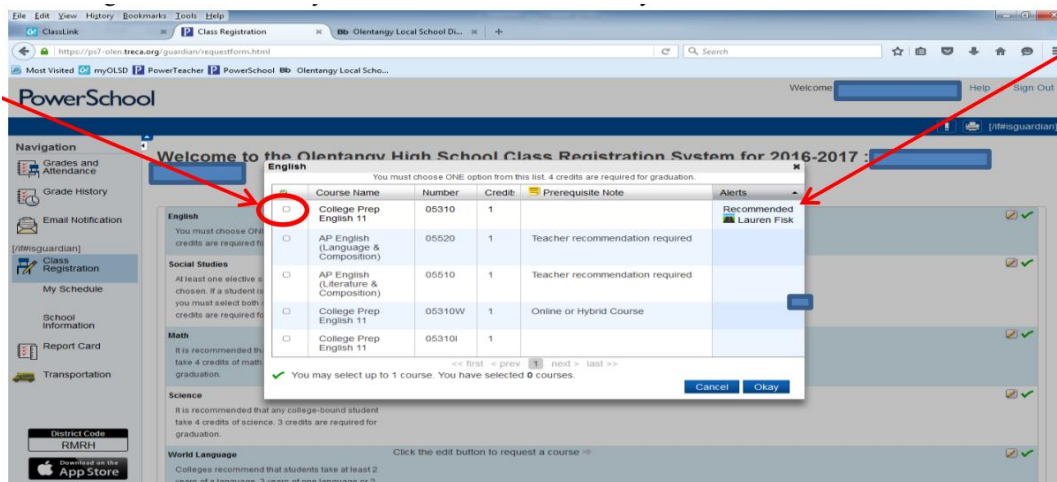
1. Sign into PowerSchool through MyOLSD. Click “Class Registration” icon on the left.



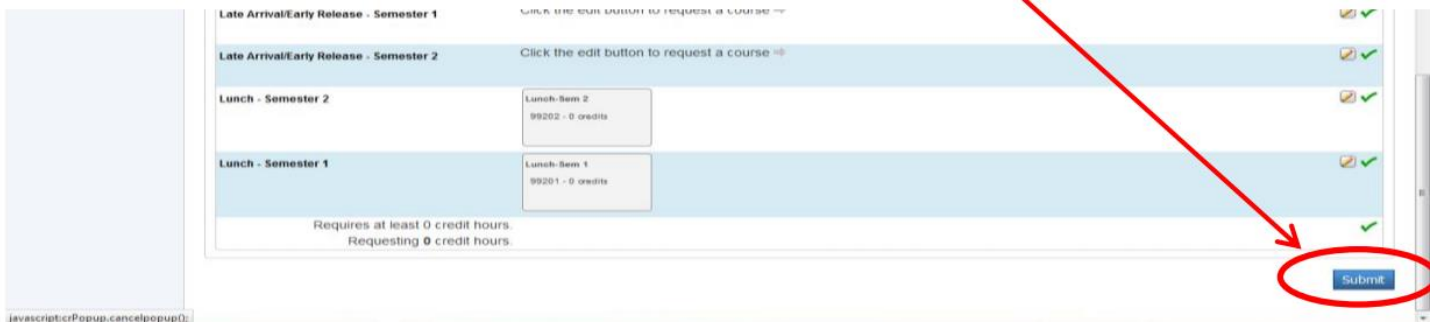
2. Click the pencil for each course group and select all courses you wish to request for the upcoming school year.



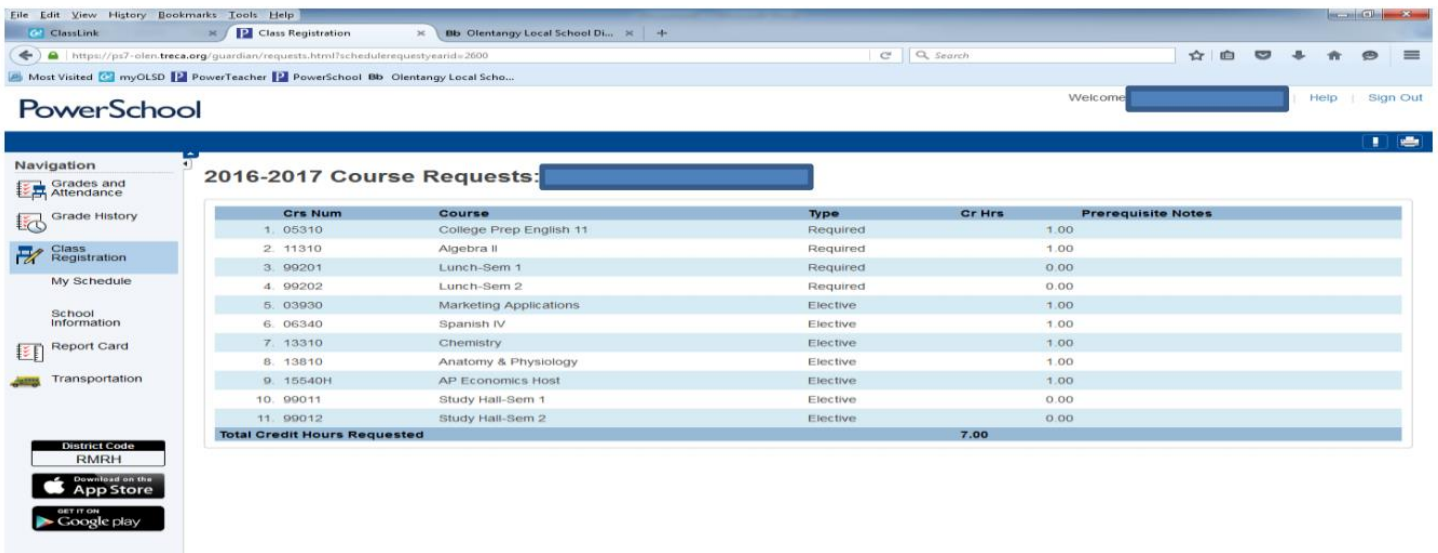
3. In each course group, check the box for the course you wish to request. The courses you are recommended for by your current teacher will be **BOLDED** with the teacher’s name as the person recommending you for the course. If you do not see a recommendation, then the teacher did not place a recommendation 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.”



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.



Last day to make change requests March 31, 2022 – form on Berlin Student Services website