Rising 7th-8th Grades
PowerSchool Online Course Request Instructional Guide

Beginning March 4, online course registration will be available via PowerSchool. Registration will close on March 31.

All <u>CURRENT LHPS</u> students must register for their electives via PowerSchool in order to be scheduled for the 2022–2023 academic year.

7th grade: 1 credit hour of Innovation Institute (fulfilled by 2 semester clases) and 2 elective credit hours

8th grade: 2.5 elective credit hours

Important Notes:

- *If you have not returned a contract and deposit for next school year, you will not be eligible to register for classes at this time. Please contact the Admissions Office at 407-206-1900 ext.3324 if you need assistance in reenrollment.*
- *If your account has an overdue balance, you will not be eligible to register for classes until the account is current. Please contact the CFO's Office at 407-206-1900 ext.4408.*
- <u>*You are registering for electives ONLY. Core classes will be determined by administration at a later date. Core placements will be sent out mid-May.*</u>

<div style="background:black;color:white">**REGISTRATION DEADLINE IS MARCH 31, 2022.**</div>

Instructions for PARENTS and STUDENTS to access the Registration Page:

Navigate to PowerSchool.

- Go to https://lhps.powerschool.com
- Enter your PowerSchool USERNAME and PASSWORD and hit Sign In. *Passwords are case sensitive.*
- Once you're logged in click the CLASS REGISTRATION Icon on the menu at the left side of the screen.

Select your electives and alternates.

Choose enough elective credits to complete your schedule. A running tally of the credit hours for courses selected will be shown at the bottom right-hand corner of your registration screen.

Alternate Courses: You must select a minimum of 1 credit hour (maximum of 2 credit hours) of alternate course/s. Alternates will only be used if one of the electives you have chosen is in conflict with another course. Alternate courses do not count toward your total needed to complete the registration process.

- Click the pencil icon to the right of each elective category to browse elective offerings.
- Click the boxes to select your elective course(s).
- Click OKAY to add them to your schedule.

- Repeat steps for your alternate electives
- *Remember that eCourses and PrimeTime MUST be registered for via the MS Curriculum Night website*

Confirm your choices and submit your registration.

A total of 1 credit hour of Innovation Institute (2 semester clases) AND 2 elective credit hours for 7th grade or 2.5 elective credit hours for 8th grade is necessary to complete the course load. You must also register for alternates. These quantities must be met in order for registration to be validated.

1. Double check your selections and make sure the total credits calculated at the bottom right of the screen equal 3 (for 7th grade) OR 2.5 (for 8th grade)
2. Once you are satisfied with your selections, click SUBMIT to complete the registration process.
3. If you have filled out the information incorrectly, you will see a pop up to advise you how to correct the issue)

Review your schedule and print your selections.

Upon submission of your registration, you will be directed to a list view of your courses. This is a listing of courses ONLY. *Numbers are for quantity tracking and do not correspond to scheduled class periods.*

> Please remember that completion of this process is necessary to secure the student's registration for the 2022–2023 school year.

Questions about registration?
- For password help, please contact Erica Bolstein at 407-206-1900 x3322.
- For course-specific inquiries, you may sign up for a personal zoom with a counselor. Please use the "Appointments with a counselor" button on the MS Curriculum Night RESOURCES section
- Students should visit the Technology Help desk if they are having issues logging in to PowerSchool