



2023-2024 School Year Scheduling Information and Directions

The Troy School District utilizes a three-step process for middle school course registration through your PowerSchool Parent Portal. Below you will find information on how to create your Parent Portal, Baker Course Registration Forms, and instructions on how to input your course requests in the Parent Portal.

Please be attentive to any important dates noted throughout the process.

First Step – Creating your Parent Portal

PowerSchool Parent Portal Registration Instructions

- Go to the TSD PowerSchool website – <https://ps.troy.k12.mi.us>
- Select the “Create Account” tab and follow instructions from there (not “Sign In”)
- Create a username and password
- Fill in your student’s first and last name
- Fill in your Parent/Guardian Access ID and Access Password for your student
- Select your relationship to the student
- Click enter
- If you have any questions regarding PowerSchool, please e-mail pssupport@troy.k12.mi.us

Second Step – Course Review and Paper Selection

Review the course description guide and grade level registration forms to identify elective choices with your student. These documents are listed below.

Baker Registration Documents

[2023-2024 Baker Course Descriptions](#)

[7th Grade Course Request Forms](#)

[8th Grade Course Request Forms](#)

Third Step – Course Registration in PowerSchool

Register for your 2023-2024 courses in PowerSchool. Your PowerSchool Parent Portal Account will be used for scheduling your student’s classes and will be opened for use on Wednesday **March 8, 2023**. Please read through the instructions below on how to complete your course registrations for the 2023-2024 school year.

Registration Instructions

- Login to your Parent Portal account
- On the start page click “Class Registration” on the navigation menu. “Class Registrations” page will appear.
- Click on the pencil icon (top right) to select courses from each area. The course request pop-up window will appear.
 - *Note: All students are automatically enrolled in ELA, Math, Science, and Social Studies courses for the upcoming school year. 7th grade students are automatically enrolled in the required PE/Health/Digital Applications electives.*
- Select elective courses for your student
 - 1.0 for 7th grade students, 2.0 for 8th grade students
 - A green checkmark will appear in the areas you have selected.
 - A red checkmark will appear if there are required sections not complete.

- Select alternative course requests after first requests are submitted
 - *Alternative selections must differ from first requests*
- After all sections are complete, select “Submit”

Registration Information

Class registration via Parent Portal will open on Wednesday, March 8th and will close on Friday, March 17th at 3:00 PM. Counselors will be checking in with students who do not have completed course requests during the week of March 13th.

If you have any questions regarding your student’s course requests, please contact your student’s counselor.

Kelly Chlebek

Students with last names A-K

kchlebek@troy.k12.mi.us

Suzanne Powell

Students with last names L-Z

spowell@troy.k12.mi.us