

COURSE REQUEST VERIFICATION – STUDENTS AND PARENTS

The purpose of this document is to assist students and parents with completing the course request verification form in PowerSchool Parent Portal.

Parents must have a PowerSchool Parent Portal account to complete the process. Parents who do not have a PowerSchool Parent Portal account can contact their student's school to have the Access ID and Access Password emailed to them.

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	Login to NCEdCloud.
	Select PowerSchool Student – LEA 410 Application icon.
	Select Forms from the Menu on the left-hand side of the screen.
	Under Ecollect Curriculum, select Course Request Verification
	Once the Course Request Verification screen appears, review the course requests shown.
	If you need assistance with course descriptions, click on the link to the registration books for your next year's school type. (Middle or High School)
	Once you have completed the review of the course requests, Under Student Agreement place a check in the " I Consent to the Use of electronic signature" , if you agree. If you do not agree <u>Do Not</u> complete this form.
	If you agreed with the statement and placed a checkmark in the "I consent to the use of electronic signatures", Click Submit.
PARENTS	
	Login to the PowerSchool Parent Portal.
	Select your rising 6 th – 12 th grader.
	Select Forms from the Menu screen on the left-hand side.
	Under Ecollect Curriculum, select Course Request Verification
	Once the Course Request Verification screen appears, review the course requests shown.
	If you need assistance with course descriptions, click on the link for the registration book that represents your student's next year's school type.
	Once you have completed the review of the course request, complete the Parent/Guardian Approval section at the bottom of the screen.
	You can approve or disapprove the requested courses.
	Check the I consent box to consent to the use of electronic signatures. This is a required field.
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	Click Submit.

will contact me to discuss this matter box, please allow up to 3 days, to hear from your child's counselor.

Diagram 1

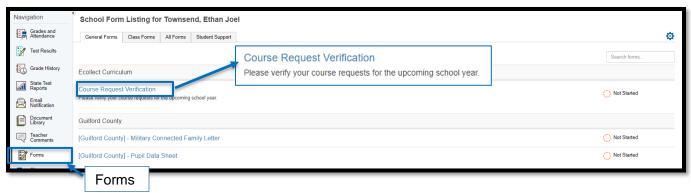


Diagram 2

