



## **FORECASTING FAQ 2025-2026**

### **How do I know if I am eligible to sign up for an Honors or AP course?**

Each department will communicate to you the course(s) you are eligible to sign up for. That information will also be communicated to your TA so they can assist you with signing up for the correct courses and a balanced schedule for next year. Please do not sign up for a course for which you are not eligible.

### **How many electives do I select?**

Students schedule 7 total credits. The number of electives you select will depend on how many credits remain unfilled once you select all of your core courses. The number also varies by grade and by student. Ask your TA for help if you have questions.

### **What happens if one of my elective choices is full or not available?**

If any of your first choice electives are full or not available, one or more of your alternate choices will complete your schedule. You must select 3 alternate choices as back-ups in case this occurs. Any of your alternate choices could end up in your schedule and they are not ranked in terms of preference. Be sure you choose courses for your alternates that you would be satisfied with taking if any of your top choices do not work.

### **There is a course that was offered this year that is in the course catalog, but it is not on my forecasting form. How can I sign up for that course?**

Not every course is offered every year. Some courses are only offered in alternate years. If you do not see the specific course you are interested in on your forecasting form, then it is not available in 2025-2026.

### **Are there any courses I can take more than once for credit?**

Yes, students can take courses like Yoga, Strength & Conditioning, Yearbook, and several others more than once. Check the course catalog for specific guidelines.

### **How do I complete and submit my forecasting once I know which courses I want to sign up for?**

Submitting your forecasting is a three-step process. First, you should fill out your course choices on the forecasting form that was emailed to you by the Registrar. This form needs to be signed by you and by a parent on the back page in order to be considered complete. Second, you will need to login to PowerSchool through the web portal on the SMA website to enter your requests in your account. Finally, once you enter your requests in PowerSchool, take a screenshot of your

submitted course requests, and submit that screenshot along with your completed forecasting form to your TA.

**I'm logged in on the PowerSchool app, but I don't see an option to sign up for courses. Where do I find that?**

Entering course requests is **NOT** an available feature in the PowerSchool app, so you must login through the web portal. The web portal is available on the SMA website under the "Students" tab, then by clicking on the "PowerSchool" option.

**I forgot my PowerSchool password. Who can help me get logged in on the web portal to enter my forecasting?**

If you forgot your password, you will need to reset it. Your TA and other staff members do not have access to your password. If you have trouble resetting your password, please consult these guidelines: <https://smapdx.zendesk.com/hc/en-us/articles/360047575353-Reset-Request-PowerSchool-Password>. If you are still unable to reset your password after following these instructions, please email the Tech Office at [tech.help@smapdx.org](mailto:tech.help@smapdx.org).

**I'm logged in on the PowerSchool web portal. Where do I go to enter my course requests?**

On the left-hand side, there is an option called "Class Registration" that you need to click. A grade level specific list of options for you to choose from will load once you select this option.

**The course options format is different in PowerSchool than it is on my forecasting form. What should I do?**

The screen in PowerSchool does not look exactly the same as your forecasting form because of the way this feature works in the program. However, both your form and the screen in PowerSchool contain all the same course options. You should start at the top of the screen in PowerSchool and go through each section to make your selections. Each section contains an explanatory note about what you need to choose in that section. Please read that information carefully before choosing a course in that section.

**Where do I click to actually choose a course?**

Each section has a pencil icon on the right-hand side. Clicking on that pencil will open up the list of course options within that section. You should then check the box next to the course you are signing up for, then click "okay". The course list will close, and you will now see your selected course in the section you were just working on. This process needs to be completed for every section in which you need to choose a course.

**What do I do if I change my mind about a course I selected after I submit my choices in the PowerSchool forecasting screen?**

If you change your mind about a course that you selected, please contact the Registrar via email ([liz.olsen@smapdx.org](mailto:liz.olsen@smapdx.org)) about the change you wish to make.

**When will I find out my schedule for next year?**

You will receive your schedule for next year sometime in August through an email notification.

**Will I be able to make changes to my schedule for next year once I receive it?**

If you wish to drop or change a course between the time when you receive your schedule and the first day of school, please contact the Registrar via email ([liz.olsen@smapdx.org](mailto:liz.olsen@smapdx.org)). Check the Student-Parent Handbook for information on the impact of changing a course after the first two weeks of school.

**I heard that Health 2 and American Government are offered as online summer courses.**

**How do I sign up for one of those?**

Summer courses are **NOT** a part of forecasting. A separate, online registration process occurs through the Summer Program on the SMA website sometime in the spring. When registration is open for those courses, students will be notified by email. Space in those courses is limited, so please sign up as soon as registration is open if you plan to take one. Please contact Mary Whitaker ([mary.whitaker@smapdx.org](mailto:mary.whitaker@smapdx.org)) in the Admissions Office if you have questions about the registration process.

**Is it possible to choose a specific teacher for the course I am selecting?**

No. Specific teacher preferences are not a part of the forecasting process.

**How do I sign up for a course that is in the after school block (ex. Mock Trial, TIES, etc.)?**

Those courses are not part of the forecasting process. You will register for those courses after the start of the new school year. More information about signing up for those courses will be provided at the beginning of the new school year.

**I have other questions. Who should I talk to?**

Ask your TA, your counselor, or the Registrar for help.