



Ponderosa High School Registration 2026-2027

Student Registration Timeline & Checklist

**Thursday 1/15/26 and
Tuesday 1/20/2026**
in Homeroom

- ☐ Watch Graduation Requirements & 4 Year Planning Video
 - ☐ Watch Registration 101 Video & get your registration documents
- Note: if you have an IEP, see your case manager for registration steps.**

Thursday 1/22/2026
in Homeroom

- ☐ Watch PHS Online Instructions for Registration Video (3 mins)

**Tuesday 1/20/2026 –
Thursday 1/29/2026**
on your own

- ☐ **Discuss course interests with your parents/guardians & current teachers**
Reference the [PHS Academic Planning Course Guide](#) for detailed information about courses, including prerequisites, pathways, and etc. Please be thorough and intentional with your course research and requests. You may not be able to make any changes.
- ☐ **Collect required signatures (student, parent/guardian, teachers)**
Signatures are required for any course that has an * or requires an application
- ☐ **Complete registration form**
Make sure to choose alternate courses that you're interested in. They will be entered into your schedule if another request can't be satisfied.
- ☐ **Request courses through the Infinite Campus registration portal AND submit the following 3 documents to the PHS Counseling Office:**
 - 1) Ponderosa High School 2026-27 Registration Form
 - 2) Copy of your Infinite Campus Course Requests (printed from the IC registration portal)
 - 3) Submit any required applications/contracts (if applicable based on your course selections)

*****FINAL DEADLINE TO COMPLETE INFINITE CAMPUS REGISTRATION & SUBMIT
REGISTRATION FORMS TO COUNSELING: THURSDAY, January 29, 2026 by 1:30pm*****

Thursday 1/29/2026 Infinite Campus registration portal closes

Student Registration Resources & Support

****Note: during the registration window (1/20/2026-1/29/2026), counselors are not available for individual student appointments*****

**Thursday 1/22/2026 &
Friday 1/23/2026 &
Tuesday 1/27/2026**

Counselors will be in your English class for registration Q & A

**Wednesday 1/28/2026 –
Thursday 1/29/2026**

Counselors will be available in the PHS Cafeteria during A & B lunches to answer registration questions

- [DCSD 2026-2027 Guide to Career & Technical Education, Concurrent Enrollment and Other Programs](#),
- [DCSD 2026-2027 Legacy Campus Course Guide](#)

**DCSD Career Technical
Education (CTE)
Resources**

*****REQUIRED APPLICATIONS:** Program Specific Application (as listed in the DCSD guides linked above)

Note: Students interested in requesting off-campus CTE courses should reference the 2026-2027 [CTE Pathways for all schools](#) document for course registration numbers and request courses through the Infinite Campus registration portal.



QR Code

Visit the PHS Registration page
(located on the Counseling tab of the PHS Website)
by scanning the **QR code** or visiting
pws.dcsdk12.org/counseling/registration

- PHS Registration Timeline & Checklist (this document)
- Registration Videos
- Infinite Campus Registration Instructions
- Course Lists-Grade Level
- Registration Forms-Grade Level
- PHS Academic Planning Course Guide
- Four Year Academic Plan Form (credit check)



PHS Instructions for Infinite Campus Online Registration

***In order to register, students must know their password for the Student Portal:**

User Name = student last name+first initial+middle initial

Password = Dcsd + student number

Example: Sally R Smith

User Name = smithsr

Password = Dcsd0123456

To Register:

1. Log in to the Student Portal
2. Click on **"More"**
3. Click on **"Course Registration"**
4. Choose **"2026-2027 PHS"**



Next, enter your course requests:

5. Click the **"Add Course"** button
6. In the search field, *try entering the first three letters of the course's name or enter the course number*
7. When you find the correct course, click the **"+"** And then click on **"Request"**
8. Register for your core courses first, be sure to register for S1 and S2 for year long courses
9. Once registered for all of your courses, add alternate courses in order of preference
10. Return to the **"Add Course Screen"** by clicking **"Back"**
11. To remove a course request, click on the course name under **"Requested Courses"**, then click **"Delete Request"**
12. Please verify that you have registered for the appropriate min. number of courses by counting courses:

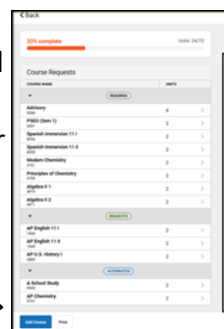
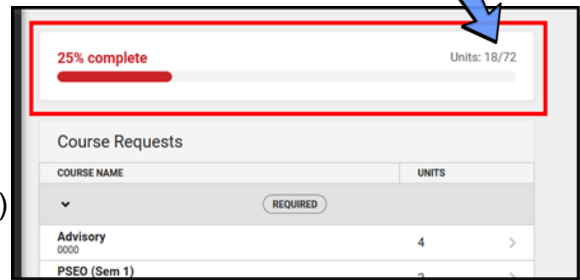
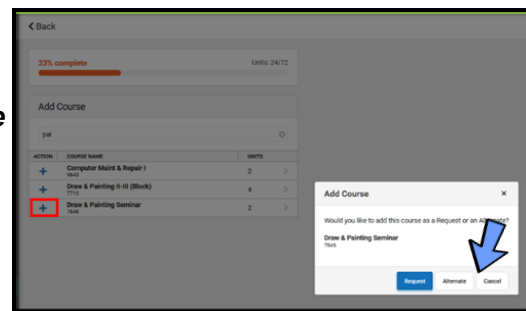
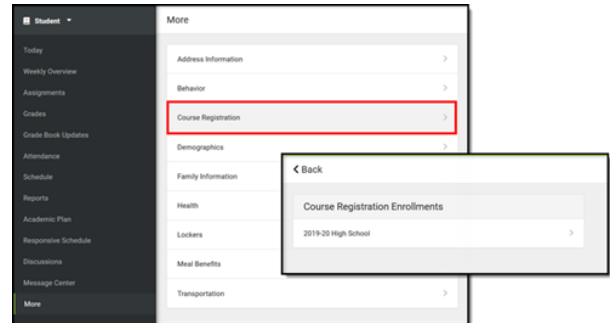
- Freshmen - 14 classes (7 per semester)
- Sophomores - 12 classes (6 per semester)
- Juniors - 12 classes (6 per semester)
- Seniors - 10 classes (5 per semester)



Don't worry about the progress bar. **If you do not want 7.0 credits, then you won't get to 100%. That is okay!**

Now that you are registered:

13. Click the blue **"Print"** button on your **"Course Requests"** list. Print two copies - one to be turned in and the other for your records.
14. Lastly, STAPLE your **registration form & printed request summary** together. See your Student Registration Timeline & Checklist form for due dates and return locations. Turning your request in by the deadline will increase your chance of securing your desired courses.



Student: Tiffany
Student Number: 6600
Grade: 11

Requested Courses:

- 0000 Advisory
- 4010 Algebra II
- 4011 Algebra II
- 1944 AP English II
- 3340 AP English II
- 2000 AP U.S. History
- 3100 Principles of Chemistry
- 0081 PSEO (Sem 1)
- 8054 Spanish Immersion II
- 8055 Spanish Immersion II

Alternate Courses:

- 0040 A School Study
- 3141 AP Chemistry

Courses with program priority displayed in bold.

Parent/Guardian Signature: _____ Date: _____

Student First & Last Name:

Next Year's Grade Level (circle one):

9 10 11 12



Ponderosa High School Registration Form 2026-27

Registration Info, Forms, & Course
Descriptions: bit.ly/registrationponderosa

	Semester 1 Requests			Semester 2 Requests			
Subject	Course Name	Course Number	Credits	Course Name	Course Number	Credits	Current Teacher Signature
English							
Math							
Science							
Social Studies							
Elective 1							**only if required, see PHS Course Guide for details S1..... S2.....
Elective 2							*only if required, see PHS Course Guide for details S1..... S2.....
Elective 3							*only if required, see PHS Course Guide for details S1..... S2.....
Semester 1 Credits Total:				Semester 2 Credits Total:			

Alternate Elective Choices (THIS SECTION IS REQUIRED FOR ALL STUDENTS)			
1.	2.	3.	4.

Acknowledgements & Signatures	
☐ I confirm that I have carefully reviewed and selected the courses I wish to be enrolled in for the 2026-27 school year.	
☐ I understand that the master schedule is created based on student course requests, and as a result, schedule changes after submission may not be possible.	
☐ I acknowledge that not all requested courses may be available in the chosen semester.	
☐ I have completed the <u>Advanced Level Contract</u> for all Advanced Placement, Concurrent Enrollment, and Honors courses requested. (ON BACK OF REGISTRATION FORM)	
Student Signature	Parent/Guardian Signature
	IEP Case Manager Signature (if applicable)



Ponderosa High School Advanced Level Contract 2026-27

Required for all Advanced Placement (AP), Concurrent Enrollment (CE), & Honors Course Requests

****Complete & turn in with your Registration Form****

As a student enrolling in an AP, CE, or Honors course, you are choosing a curriculum that goes beyond the regular high school graduation requirements. Students who participate in these classes are exposed to a level of rigor that better prepares them for college and other post-graduate endeavors. In order to be successful, it is important to understand that you are making a commitment to a course that demands the following:

1. **Time Commitment** – weekends and long breaks can be used to stay on schedule with class content. Expect daily homework. Summer assignments are often required as well.
2. **Participation** – be prepared to take part in classroom discussions, simulations, and group work.
3. **Work Ethic** – having the discipline to meet the rigorous demands of these courses.
4. **AP Examination** – PHS students enrolled in AP classes are expected to register and take the corresponding AP exam in the spring. These exams are a major focus of the course content and instruction. There is a cost of \$99 (*subject to change*) for each AP exam taken.
5. **Fees & Materials** – Many AP/CE courses require that students purchase their textbook so they can be highlighted and annotated. Other AP/CE classes may have additional materials and/or lab fees.

Signed Statement of Participation Acknowledgements & Signatures

By signing on the line below, you are in agreement with the guidelines set forth by the PHS academic departments, school administration, and counseling department for enrollment and participation in an advanced course (AP, CE, or Honors). Please initial each statement below, indicating your understanding.

_____ I have read the above outline and understand the obligations required in a typical advanced course environment.

Student Initial Here

_____ I forego the immediate availability of dropping into a “regular” course during the school year.

Student Initial Here

_____ I recognize the type of academic rigor associated with an advanced course offering.

Student Initial Here

_____ I expect to be challenged and experience learning that prepares one for higher levels of education.

Student Initial Here

_____ I understand that I will need to pay fees and purchase textbooks for advanced courses.

Student Initial Here

List each advanced course (AP, CE, or Honors) you are registering for below:

Course 1 _____	Course 5 _____
Course 2 _____	Course 6 _____
Course 3 _____	Course 7 _____
Course 4 _____	Course 8 _____

Student Name (print) _____ Graduation Year _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____