



# WESTLAKE ACADEMY

## IB Continuum World School

2600 JT Ottinger Road. Westlake, Texas 76262 - WestlakeAcademy.org - Tel: (817) 490-5757



## 2026-2027 High School Course Selection

Dear Westlake Academy High School Students and Parents,

Course selections for the 2026-2027 school year will open on **February 4, 2026 at 4:00 pm** and will remain open until **Feb 18, 2026**.

Please follow the instructions below to log into your PowerSchool Parent or Student Portal and select your course requests for next year. The counselors and administration will work to fulfill as many requests as possible but final class course placement and scheduling will depend upon the number of requests received and course availability.

If you don't complete your request during this open course selection period, your counselors will select courses for you.

If you have questions or need assistance, please reach out to your grade level counselors.

Rising Grades 9 & 10 students – Ms. Phillips at [lphillips@westlakeacademy.org](mailto:lphillips@westlakeacademy.org)

Rising Grades 11 & 12 students – Mr. Tippen at [ctippen@westlakeacademy.org](mailto:ctippen@westlakeacademy.org)

Sincerely,

Westlake Academy Secondary Administration



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### Making Course Selections in PowerSchool

#### Step 1: Log in to PowerSchool

1. Open a web browser and go to:  
<https://westlake.powerschool.com/public>  
(Tip: Bookmark this page for future use.)
2. Click Student Sign In or Parent Sign In.
3. Sign in using the following credentials:
  - a. Students:  
Email: [firstname.lastname@wa-students.org](mailto:firstname.lastname@wa-students.org)  
Password (if not changed): **WA####!**  
(#### is your 4- or 5-digit student ID)
  - b. Parents:  
Use the email address you used to enroll your student.
4. Keep passwords confidential and do not share them.
5. Important: Course selections cannot be completed using the PowerSchool mobile app. You must use a web browser.



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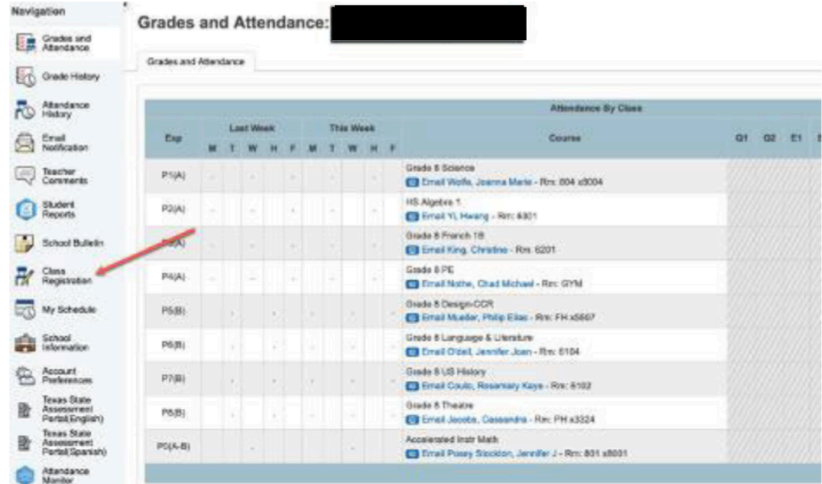
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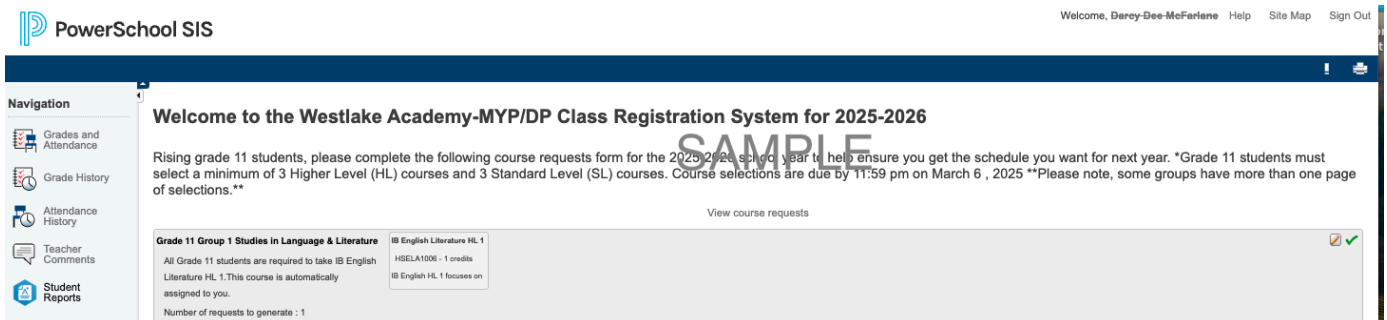
### Step 2: Access Class Registration

1. Once logged in, locate the left-hand menu.
2. Click on Class Registration.



### Step 3: Select Your Courses

1. On the Class Registration page for your grade level, you will see all subjects required for next year.
2. PowerSchool will indicate how many courses you must select in each subject area.
3. Required CORE courses are already selected for you.
  - o No action is needed for these courses.
  - o They are shown for your reference only.





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### Step 4: Choose Electives and Additional Courses

1. Click the **pencil icon** next to a subject to make selections. 
2. A pop-up window will appear showing available courses and how many you may choose.
3. Place a **checkmark** next to the course(s) you wish to request.

Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
French 2	HSLOTE 2005		1		
Spanish 2	HSLOTE 2002		1		

<< first < prev 1 next > last >>

! You may select 1 course. You have selected 0 course(s).

Cancel Okay

4. Click **OKAY** in the lower-right corner of the pop-up.
5. A **green checkmark** will appear next to the pencil icon once the correct number of courses is selected; a red exclamation mark indicates you still need to select the correct number of courses for that subject.



### Step 5: Review Your Selections

1. Continue selecting courses until all subjects show a green checkmark.
2. If you see a red exclamation point, return to that subject and correct your selection.

Do not add courses to the “Additional Requests” section.

This area is reserved for counselors and administrators during scheduling.



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## 2026-2027 High School Course Selection

### **Step 6: Submit Your Course Requests**

1. Once all selections are complete, click **Submit** at the bottom of the page.
2. A summary of your requested courses will appear.
3. Print or take a screenshot of your selections for your records.

### **Need Help?**

- **Course selection questions:**

Contact your grade-level counselor.

- Rising Grades 9 & 10 students – Ms. Phillips at [lphillips@westlakeacademy.org](mailto:lphillips@westlakeacademy.org)
- Rising Grades 11 & 12 students – Mr. Tippen at [ctippen@westlakeacademy.org](mailto:ctippen@westlakeacademy.org)

- **PowerSchool technical issues:**

Email [registrar@westlakeacademy.org](mailto:registrar@westlakeacademy.org)

Call 817-490-5765



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Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
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Spanish 2	HSLOTE 2002		1		

<< first < prev 1 next > last >>

! You may select 1 course. You have selected 0 course(s).

Cancel Okay

A green checkmark will display next to the pencil indicating that you've successfully selected the correct number of courses for this subject.



Continue making your selections until all courses have been chosen and all of the pencils have green checkmarks next to them. If you see a red exclamation point, you need to go back and correct your selection for that subject.



(You will not add anything to the **Additional Requests** at the bottom of the course list. This field will be used by the counselors and administrators during the actual class period scheduling process.)

Once all of your subjects are showing a green checkmark, click submit at the bottom of the page and a list of the courses you have requested will be displayed.



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## 2026-2027 High School Course Selection

We encourage you to print or take a screenshot of your course selections for your reference.

If you have questions about your course selections, please contact your counselors.

If you need assistance with PowerSchool, please contact the Registrar's office via email at [registrar@westlakeacademy.org](mailto:registrar@westlakeacademy.org) or by phone at 817-490-5765