Rising 9th-12th Grades
PowerSchool Online Course Request Instructional Guide

Beginning February 25th, online course registration will be available via PowerSchool. All students must register for a full course load (6 credit hours) in order to be scheduled for the 2020-2021 academic year.

Important Notes:
• If you have not returned a contract and deposit for next school year, you will not be eligible to register for classes at this time. Please contact the Admissions Office at 407-206-1900 ext.3324 if you need assistance in reenrollment.
• If your account has an overdue balance, you will not be eligible to register for classes until the account is current. Please contact the CFO’s Office at 407-206-1900 ext. 3332.
• Students in grades 8-11 who wish to appeal a teacher’s course recommendation must submit an electronic Appeal Form located on the LHPS website by March 8, 2020. In the meantime, students should go ahead and register for the course that was recommended. The appeals committee will meet and render a final decision by April 17th. The student’s course requests will automatically be modified if the appeal is granted.


Instructions for PARENTS and STUDENTS to access the Registration Page:

Navigate to PowerSchool.
1. Go to https://lhps.powerschool.com
2. Enter your PowerSchool USERNAME and PASSWORD and hit Sign In. *Passwords are case sensitive.*
3. Once you’re logged in click the CLASS REGISTRATION Icon on the menu at the left side of the screen.

Review your recommended required courses.
Required course categories are listed as follows: ENGLISH REQUIREMENT, MATH REQUIREMENT, SCIENCE REQUIREMENT, SOCIAL STUDIES REQUIREMENT, AND WORLD LANGUAGE REQUIREMENT.

For each course requirement, you must click the recommended placement and add it to the schedule. (Please see *note above.) In some cases, as in World Language, there may be more than one choice available.

4. Click the pencil icon to the right of the course category. This will launch a registration pane.
5. Click the box to select the recommended course.
6. Click OKAY to add the course to your schedule.
7. Repeat steps 5-7 for each of your required courses.
Select your electives, PRIME Time courses, and alternates.

**Elective Courses:** Choose enough elective credits to complete your schedule. A full schedule is 6 credit hours. A running tally of the credit hours for courses selected will be shown at the bottom right-hand corner of your registration screen.

*Please note: Electives are listed in both the Full-Credit and the Half-Credit categories.*

**PRIME Time Courses:** PRIME Time courses are optional and are in addition to the 6 credit hours required for a full schedule. PRIME Time courses will be offered before and/or after school or as online options (University of Florida Dual Enrollment, or Global Online Academy).

**Alternate Courses:** You must select at least one alternate course, but you are advised to select two courses. Alternates will only be used if one of the electives you have chosen is in conflict with another course. Alternate courses do not count toward your 6 credit total needed to complete the registration process.

8. Click the pencil icon to the right of each elective category to browse elective offerings.
9. Click the boxes to select your elective course(s).
10. Click OKAY to add them to your schedule.

Confirm your choices and submit your registration.

A total of 6 credit hours is necessary to complete the course load. This quantity must be met in order for registration to be validated.

11. Double check your selections and make sure the total credits calculated at the bottom right of the screen equals 6 or more credits.
12. Once you are satisfied with your selections, click SUBMIT to complete the registration process.

Review your schedule and print your selections.

Upon submission of your registration, you will be directed to a list view of your courses. This is a listing of courses ONLY. *Numbers are for quantity tracking and do not correspond to scheduled class periods.*

13. Print this list, have a parent sign it, and turn it in to your 2\textsuperscript{nd} period teacher by **Wednesday, March 4\textsuperscript{th}**.

Please remember that completion of this process is necessary to secure the student’s registration for the 2020–2021 school year.

Questions about registration?
For password help, please contact Erica Bolstein at 407-206-1900 x3322.
For course-specific inquiries, you may contact your guidance counselor through Rose Temple at ext. 3242.