



## POWERSCHOOL CLASS REGISTRATION ACKNOWLEDGEMENT CLASS REGISTRATION FOR SOPHOMORE, JUNIORS & SENIORS (WINNETKA CAMPUS)

### ***Class Registration Process***

Welcome to the Parent Portal for Class Registration, where you will make your child's course requests for the next school year. Students work with their adviser, teachers, case managers, post-high school counselors, department chairs and coordinators, and parents to determine the most appropriate courses for them. Parents then enter the course requests, using their own PowerSchool login. In doing so, they verify that these are the courses requested for their child, and they acknowledge that they have read Request for Level Change below.

### ***Request for Level Change***

Before requesting a change of level in a course, students and their parents should seriously consider the impact of a level change on the student's overall homework load and extracurricular commitments. In addition, they should refer to the Course Level Descriptions in the Program of Studies, which explains the differing expectations of each level. Considering these differences, movement to a higher level, especially when not recommended by a teacher, often results in a significant increase in the amount of time required outside of class in order for a student to be successful in the higher level. For that reason, students and parents should discuss this with the student's adviser, teacher, case manager, and post-high school counselor.

If the decision is made to request a level change, the student or a parent must contact the appropriate department chair or coordinator, who will make the requested course and level an option that may be selected in PowerSchool. The chair or coordinator may enter a comment in PowerSchool for parents to review.

Requests for movement to a higher or lower level than that recommended by school personnel should be made only at the time of course registration or at the beginning of a semester.

- Requests made after the course registration period or prior to the beginning of a semester will be granted only if space is available.
- In order to accommodate a level change in a course, the student's schedule may need to be altered.

Parents or guardians should understand that the teacher and department chair or coordinator may not endorse the level change because of academic predictors and/or the student's current achievement. Therefore, the parents or guardians assume full responsibility for the consequences of the level change.

A student who makes a level change in a course is responsible for the following:

- Remaining in the course for the duration of the semester;
- Learning any material previously covered in the course at the new level; and
- Remedial measures necessary to be successful in the new level.