

# CLASS REGISTRATION INSTRUCTIONS 2024-2025

*Before beginning online class registration, we recommend you complete the form below. This will help you see what courses you will have both semesters. This form is included in your course registration packets.*

**(THESE COURSE REQUESTS MUST BE SUBMITTED THROUGH POWERSCHOOL)**

STUDENT NAME: \_\_\_\_\_ GRADE (next year): \_\_\_\_\_

## FIRST SEMESTER

COURSE NAME

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\_\_\_\_\_ Phys Ed

OR

## SECOND SEMESTER

COURSE NAME

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\_\_\_\_\_ Phys Ed

ALTERNATE CHOICES – MUST COMPLETE GOOGLE FORM SHARED WITH YOU

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Log into your PowerSchool student account.  
Click the "Class Registration" tab.

The screenshot shows the PowerSchool SIS interface for a student. The navigation menu on the left has the 'Class Registration' tab highlighted with a red arrow. The main content area displays the 'Grades and Attendance: TestStudent, HS' page, which includes sections for login information, student ID, and an attendance table.

**Computer / Network / Google Login Information**

Network Username:	~~5ej7WYYsT70KZ4BwHW
Google Username	~~5ej7WYYsT70KZ4BwHW@indiana.k12.ia.us
Network / Google Password	Not stored for grades 6-12

**Student ID Information**

Indianola Student Number	90000002
State ID	

**ISASP Testing Information**

Claim Code:	- Select Year -
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**Attendance By Class**

Exp	Last Week					This Week					Course	Q1	Q2	E1	S1	Q3	Q4	E2	S2	Y1	Absences	Tardies	
	M	T	W	H	F	M	T	W	H	F													
<b>Attendance Totals</b>																						0	0

Show dropped classes also

**Legend**

**Attendance Codes:** Blank=Present | AIE=Absent Due to Illness | AUK=Absence - Unknown | AEE=Absent - Excused | AUU=Absent - Unexcused | DAE=Doctor Appointment - Excused | GOE=Guidance Office - Excused | ISS=In-School Suspension | NOE=Nurse's Office | OF=Other Facility | OSS=Out-of-School Suspension | POE=Principal's Office | SAE=School Activity | SPU=Skipping School | T=Tardy | TAU=Truant Absence | TEE=Tardy - Excused | TUU=Tardy - Unexcused | Q=Quarantine - Excused | R=Remote Learning - Excused |

The class registration screen will appear. Click the “pencil” tab next to each area of study to select from the course offerings.

The screenshot shows the PowerSchool SIS Class Registration System interface. The browser address bar displays `indianola.powerschool.com/guardian/requestform.html`. The page header includes the PowerSchool SIS logo and a welcome message for HS TestStudent. A navigation sidebar on the left lists various system features, with 'Class Registration' highlighted. The main content area is titled 'Welcome to the Indianola High School Class Registration System for 2024-2025: TestStudent, HS' and includes a welcome message and a 'View course requests' link. Below this, there are five course categories, each with a description and a 'Number of requests to generate' field. A red arrow points to the pencil icon (edit button) in the top right corner of the 'Language Arts' section.

Subject	Instructions	Number of requests to generate	Edit Button
Language Arts	Students are required to select English 9 or Adv English 9. Students can choose other available courses. Refer to the course description book for further course information and required credits for graduation.	2	Yes
Social Studies	Refer to the course description book for further course information and required credits for graduation.	1	Yes
Mathematics	Refer to the course description book for further course information and required credits for graduation.	2	Yes
Science	Students are required to select Science 9 or Adv Science 9. Refer to the course description book for further course information and required credits for graduation.	2	Yes
Health & Physical Education	Student are required to choose one physical education course. Refer to the course description book for further course information and required		Yes

Make your course selections and click “Okay”. There could be multiple pages of courses so choose “next” to see more.

You might have a section that says “you may select 0 courses”. This means you are not required to make a selection, however you may want to.

If you select English 9 or any other year long course, you must choose **BOTH** semesters of the course.

If you select a semester-long course, look under the course description to see if you are choosing 1st semester or 2nd semester. Do **NOT** choose both semesters of semester long courses.

Class Registration | indianola.powerschool.com/guardian/requestform.html

Welcome, HS TestStudent | Help | Site Map | Sign Out

### Welcome to the Indianola High School Class Registration System for 2024-2025: TestStudent, HS

Welcome to 9th grade at Indianola High School! Your requests are due by Friday, March 1, 2024.

**Language Arts**

Students are required to select English 9 or Adv English 9. Students can choose other available courses. Refer to the course description book for further course information and required credits for graduation.

✓	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input checked="" type="checkbox"/>	Acting	1225		1	Completion of Intro to Theatre; Course taught in Semester 2	
<input type="checkbox"/>	Adv English 9	1015		1		
<input type="checkbox"/>	Adv English 9	1010		1		
<input checked="" type="checkbox"/>	English 9	1005		1		
<input checked="" type="checkbox"/>	English 9	1000		1		
<input checked="" type="checkbox"/>	Intro Theatre	1210		1	Course taught in Semester 1	
<input type="checkbox"/>	Journalism & Digital Media	1185		1		
<input type="checkbox"/>	Journalism & Digital Media	1180		1		
<input type="checkbox"/>	Oral Commun	1190		1	Course taught in Semester 1	
<input type="checkbox"/>	Oral Commun	1195		1	Course taught in Semester 2	

<< first < prev 1 next > last >>

✓ You may select at least 2 courses. You have selected 4 course(s).

Could have multiple pages of courses. Click next to see next page.

Cancel Okay

**Science** Click the edit button to request a course ⇨

Students are required to select Science 9 or Adv Science 9. Refer to the course description book for further course information and required credits for graduation.

Number of requests to generate : 2

**Health & Physical Education** Click the edit button to request a course ⇨

Student are required to choose one physical education course. Refer to the course description book for further course information and required

District Code: WLQR

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GET IT ON Google play

Once you have completed ALL of your class selections, click "Submit".

graduation.  
Number of requests to generate : 1

**Industrial Technology** Click the edit button to request a course ➡

Refer to the course description book for further course information and required credits for graduation.  
Number of requests to generate : 2

**Agricultural Education** Click the edit button to request a course ➡

Refer to the course description book for further course information and required credits for graduation.  
Number of requests to generate : 1

**Guidance Courses** Click the edit button to request a course ➡

You are required to schedule an appointment with your counselor to register for Guidance courses.  
Refer to the course description book for further course information and required credits for graduation.  
Number of requests to generate : 1

**Special Needs Identified Students** Click the edit button to request a course ➡

Refer to the course description book for further course information and required credits for graduation.  
Number of requests to generate : 1

**English Learner Identified Students** Click the edit button to request a course ➡

Refer to the course description book for further course information and required credits for graduation.  
Number of requests to generate : 1

**Additional Requests** Click the edit button to request a course ➡

Requests that are currently not associated with any requirement group.

Requires between 10 and 16 credit hours.  
Requesting 4 credit hours.  
Requesting 0 additional credit hours.

**Submit**

*If you do not select the requirements of class registration, you will receive an error message. Read the message and then x out of the small box. Go back, edit your course selections and press submit to remove the errors.*

The screenshot shows a web browser window with the address bar displaying `indianola.powerschool.com/guardian/requestform.html`. The browser's bookmark bar includes links for ICSD Bookmarks, PS-Admin, PS-Teacher, PS-Student, Transcripts, Sem Gr Calc, PS Community, ISASP, TimeClock, RedRover, and PS Learning-HS Staff. The main content area of the page is a class registration form with several sections:

- Industrial Technology**: Includes a "Number of requests to generate : 1" and a "Click the edit button to request a course" link.
- Agricultural Education**: Includes a "Number of requests to generate : 2" and a "Click the edit button to request a course" link.
- Guidance Courses**: Includes a "Number of requests to generate : 1" and a "Click the edit button to request a course" link.
- Special Needs Identified Students**: Includes a "Number of requests to generate : 1" and a "Click the edit button to request a course" link.
- English Learner Identified Students**: Includes a "Number of requests to generate : 1" and a "Click the edit button to request a course" link.
- Additional Requests**: Includes a "Click the edit button to request a course" link and a requirement: "Requires between 10 and 16 credit hours. Requesting 4 credit hours. Requesting 0 additional credit hours."

An error message overlay is displayed in the center of the screen, titled "Request Submission Failed". A red arrow points to the close button (an 'x' icon) in the top right corner of the error box. The error message contains the following list:

1. Requirement **Health & Physical Education**: You must select a minimum of 1 courses.
2. Requirement **Mathematics**: You must select a minimum of 2 courses.
3. Requirement **Social Studies**: You must select a minimum of 1 courses.
4. Requirement **Science**: You must select a minimum of 2 courses.

A "Submit" button is visible at the bottom right of the page.

Once you have submitted your selections, the following screen appears. If you would like to make changes, simply start the process again and make your changes.

The screenshot displays the PowerSchool SIS Class Registration interface. The browser address bar shows the URL: `indianola.powerschool.com/guardian/requests.html?schedulerequestyearid=3400`. The user is logged in as **HS TestStudent**. The main content area is titled **2024-2025 Course Requests: TestStudent, HS**. On the right side of this title, there are buttons for **View Counselors** and **Course Catalog**. Below the title is a table listing the course requests.

Crs Num	Course	Type	Cr Hrs	Prerequisite Notes
1. 1000	English 9	Required	1.00	
2. 1005	English 9	Required	1.00	
3. 103	PE-Team Games/Act&Sports	Required	1.00	
4. 1210	Intro Theatre	Required	1.00	Course taught in Semester 1
5. 1225	Acting	Required	1.00	Completion of Intro to Theatre; Course taught in Semester 2
6. 2180	World History 20th Cent to Present	Required	1.00	
7. 3200	Adv Algebra I	Required	1.00	
8. 3200	Adv Algebra I	Required	1.00	
9. 3205	Adv Algebra I	Required	1.00	
10. 3205	Adv Algebra I	Required	1.00	
11. 4000	Science 9	Required	1.00	
12. 4000	Science 9	Required	1.00	
13. 4005	Science 9	Required	1.00	
14. 4005	Science 9	Required	1.00	
15. HSCHORUS	HS Chorus	Required	0.00	
16. HSCHORUS	HS Chorus	Required	0.00	
<b>Total Credit Hours Requested</b>			<b>14.00</b>	

The navigation sidebar on the left includes the following items: Grades and Attendance, Report Cards, Grade History, Locker Information, Athletics Information, Transportation Information, Attendance History, Teacher Comments, Student Reports, School Bulletin, Class Registration, Balance, My Schedule, School Information, Account Preferences, and Adaptive Scheduler.

## ADDITIONAL INFORMATION

- ❖ If the course is a **year long** course, you will see **Year long course-select both semesters.** under the course description. This means you MUST select both semesters of the course. For example, English 9 (1000) and English 9 (1005).
- ❖ If the course is a **semester long** course, you will see **Semester only course. This choice is for 1st semester. OR Semester only course. This choice is for 2nd semester.** under the course description. You should **only** select 1st OR 2nd semester. This is why it's helpful to write out your course selections to be sure you are entering the correct semester you would like to register for.
- ❖ You must register for a PE class and choose either 1st or 2nd semester. Team Games, Individual/Dual Rec or Individual/Personal Fitness are:  
(Seniors/Juniors = 1st semester and Sophomores/Freshmen = 2nd semester)
- ❖ If you select TBF-Beginner or TBF-Advanced, you may choose to take this either semester. I would encourage you to consult your activity coach regarding which semester you should take TBF-Beginner or TBF-Advanced.
- ❖ **CHORUS SELECTION:** You will not select a specific chorus class since these are based on auditions. If you plan to take choir, choose HS Chorus **and** HS Chorus2 for both semesters. I will receive the choir placements from our vocal music department at a later date and then you will be placed in the proper choir.
- ❖ **SCHOOL TO CAREER:** If you intend to take School to Career, you must select **all** course numbers (6130, 6135, 6140, 6145, 6150, 6155). You must contact Mrs. Busby to receive an application for this course.
- ❖ **DMACC CAREER ACADEMY (SOUTHRIDGE):** You will not select a specific DMACC Career Academy program since you must register with DMACC. Please choose DMACCAcad **and** DMACCAcad2 for both semesters. Contact your school counselor to schedule an appointment for registration.
- ❖ **ALTERNATIVE CHOICES:** You cannot include ALTERNATIVE requests for classes through online course registration. Please complete the Google Form sent to you, so we know your alternative choices for courses in case your first selection will not fit or the sections are full. Every student is encouraged to complete this form.

*For questions regarding online registration, please contact*  
[dawn.fitzgerald@indianola.k12.ia.us](mailto:dawn.fitzgerald@indianola.k12.ia.us)