

RETSD PowerSchool Guide

Guardian/Student Course

Request Guide

For Guardians and Students

February 2025



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Student Information

RETSD Administration Office

Created to support **Guardians and Students** in making course requests in the RETSD Parent/Student Portal

A. Making Course Requests in the Portal

- Course requests for grade 9-12 can be done in the parent or student portal.
 - \circ $\;$ This guide assumes the user can access their portal account.
- They can also be done manually at the school level if required.
- The following steps are for doing online course requests:

1 Go to <u>www.retsd.powerschool.com</u> and login using your portal account.

← C	ඛ	۲	https://retsd.powerschool.com		
				River East Transcona	_
				Student and Parent Sign In	e: Username is your entire email address
				Username	
				Forgot Username or Password?	in fo
				Copyright @ 2005-2024 PowerSchool Orsup LLC and/or its atfiliate(s). All rights reserved. All Italianiania are attitic owned or licensed by PowerSchool Orsup LLC and/or its atfiliates. Privacy Policy	Sign in

2 Select class registration.

Navigation	Welcome to the River Fast Transcone School Division Parent Portal
Home Page Image: Schedule Information Image: Schedule Summary Image: Schedule Summary Image: Schedule Services Image: School Bulletin Image: School Bulletin Image: School Bulletin	Wetcome to the River East Transcond School Division Patent Portal Photo Ten AoStudent Grade 12 Administration Office Today is Day 1 - Track A - Track B - Track C - Track D Stay Connected and Informed! The RETSD Parent Portal is a communications tool designed to enhance and increase caregiver involvement in their children's education. With a single login, caregivers have secure access to information for each of their children attending any RETSD school. • School Bulletin • School Bulletin • Attendance Information • High School Credit Summary
Registration School Information Account Preferences Forms	Only students entering grades 9-12 will have access to "Class Registration"



- a. Read the instructions for each course group.
- b. Each page is unique depending on the grade and school.
- c. The school will provide information to students regarding the specific course requests that are required for the programming offered.

Note: This example is for a dual track school.

Ten Cameron Jenn	ny James	2 쇼 ! ㅎ
Navigation	Welcome to the Your school name Glass Registration System for 2025-2026 student name	
Home Page		
Schedule Information	View course requests	
Grad & Credit Summary	Please select 1 English, 1 Math and Phys-Ed. Group 1: English track compulsory	
Attendance	Grade 12 Fl Compulsory Click the edit button to request a course ⇒	24
STUDENT Services	Please select 1 English, 1 French, 1 Math and Phys- Ed Group 2: French track compulsory	
Email Natification	Number of requests to generate : 1	
	Please select your top 2 choices for electives.	Ø 🗸
School Bulletin	Number of requests to generate : 1 Receater Grade 11 Courses Click the edit button to request a course =>	
Class	If you did not successfully complete any of these 30 level courses, make your selection here.	
Registration	Number of requests to generate : 1	
Information	Additional Requests Click the edit button to request a course => Requests that are currently not associated with any	₽v
Preferences	requirement group. school Requires at least 0 credit hours.	~
Forms	Requesting 0 credit hours. Requesting 0 additional credit hours.	
		Submit
	4 If you require a course from a particular group, click the 🖉 icon.	Welcome, BradTest3 BradTest3 Sign Out
	d tytistion	
Ten Cameron Jenr	ny James	2 쇼 ! 축
Navigation	Welcome to the Administration Office Class Registration System for 2025-2026: AoStudent, Ten	
Home Page	View course requests	
Schedule Information	Grade 12 Regular Program Compulsory Click the edit button to request a course ⇒	
Grad & Credit Summary	Number of requests to generate : 1 Click to add a	
Attendance History	Grade 12 FI Compulsory Click the edit button to request a course => COURSE TROM group 1 Please select 1 English, 1 French, 1 Math and Phys-	2 🗸
Student Services	Ed Number of requests to generate 1	
Email Notification	Grade 12 Electives (English and French Immersion) Click the edit button to request a course =>	2 🗸
Document Library	Please select your top 2 choices for electives.	
School Bulletin	Number of requests to generate : 1	
Class Registration	Number of requests to generate : 1 Repeater Grade 11 Courses Click the edit button to request a course +>	Ø 🗸
	Number of requests to generate : 1 Repeater Grade 11 Courses If you did not successfully complete any of these 30 level courses, make your selection here. If you did not successfully complete to 1	Øv
School Information	Number of requests to generate : 1 Repeater Grade 11 Courses Click the edit button to request a course in the edit b	2 🗸
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Account Preferences	Number of requests to generate : 1 Repeater Grade 11 Courses Click the edit button to request a course in Page Page Page Page Page Page Page Page	2 v 2 v v





- a. The instructions for that group are provided.
- b. In this example, the school has indicated that a grade 12 student must select *"1 English, 1 Math and 1 Phys-Ed"*
- c. Make appropriate selections using the check boxes and click

Okay

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Ten Cameron Jenny	James								2° ±	! #
Navigation		nict	ation Office Cl		viatratian Cuata		0000. 4 - 0			
Home Page	welcome to the Admin	insu	ation onice of	iass reg	istration syste	View course req	uests	nstructions		
Schedule Information	rogram Compulsory		Click the edit button to rec	quest a course	\$					
Grad Chec	kbox to plish, 1 Math and Phys-E	Grade	12 Regular Program Comp	oulsory			-	×		
Sumn Se	lect to generate : 1	_			Please select 1 English	h, 1 Math and Phys-Ed.	<			
Atten		14	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts		2.
ro Histor	Please select anglish, 1 French, 1 Math a	×0	Applied Mathematics 40S	M40SA		1				
Student Services	Ed	0	ELA: Comprehensive Focus 40S	E40SCF		1				
Email Notification	Grade 12 Electives (English and French In	×.	ELA: Literary Focus 40S	E40SLF		1				
Document	Please select your top 2 choices for elective	0	ELA: Transactional Focus 40S	E40STF		1				
	Number of requests to generate : 1	0	Essential Mathematics 40S	M40SE		1				
Class	If you did not successfully complete any of	×.	Physical Education/Health Education 40F	PEH40F		1				
Registration	Number of requests to generate : 1	0	Pre-Calculus Mathematics 40S	M40SP		1				
Account Preferences	Additional Requests Requests that are currently not associated requirement group.	✓ Y	ou may select up to 3 cours	es. You have s	<< first < prev selected 3 course(s).	1 next > last >>		Cancel Okay		2~
Forms	Requires at least 0 crec Requesting 0 crec Requesting 0 additional crec	lit hours lit hours lit hours	k k k						Okay to confirm selections	~
										Submit

6 Verify:

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- 1) The selected courses.
- 2) The total amount of credit hours requested.
- 3) The ✓ should show for each group. If there is an error, the check will change to "!".

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avigation	Welcome to the Administr	ation Office	Class Pog	istration Sve	tom for 2025 202	1) The selected courses		
Home Page	welcome to the Administr	ation onice	Class Key	istration bys	View course requests	appear		
Schedule Information	Grade 12 Regular Program Compulsory	ELA: Literary Focus 40\$	Applied Mathematics 40 S	Physical Education/Health				-
Grad & Credit Summary	Please select 1 English, 1 Math and Phys-Ed. Number of requests to generate : 1	E40SLF - 1 credits	M40SA - 1 credits	PEH40F - 1 credits				7
Attendance History	Grade 12 FI Compulsory	Click the edit button t	to request a course ⇒			3) Sma	all green	2~
Student Services	Please select 1 English, 1 French, 1 Math and Phys- Ed Number of requests to generate : 1					indicates	s no errors	
Email Notification	Grade 12 Electives (English and French Immersion)	Click the edit button t	to request a course ⇒					2~
Document Library	Please select your top 2 choices for electives. Number of requests to generate : 1							
School Bulletin	Repeater Grade 11 Courses	Click the edit button t	to request a course ⇒					2 🗸
Class Registration	If you did not successfully complete any of these 30 level courses, make your selection here. Number of requests to generate : 1		2	A total of	2 oradita			
School Information	Additional Requests	Click the edit button t	to reque		s created			2~
Account Preferences	Requests that are currently not associated with any requirement group.		na	s been re	quested			
Forms	Requires at least 0 credit hours Requesting 3 credit hours Requesting 0 additional credit hours	-						~





Completing the selection process:

- 1) Review selected courses.
- 2) The total amount of credit hours requested.
- 3) Any errors that may have occurred.
- 4) Click submit.

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Ten Carneron Jenny	James								e 4	! .
Navigation	Welcome to the Administr	ation Office	Class Rogi	istration Svs	tem for 2025	2026: AoStude	nt Ten			
Home Page	The to the Administr	don onice	oluss negi	Stration by 5		Loro. Acoluic	3) All green ch	eck marks	
Schedule	Grade 12 Regular Program Compulsory	FLA: Literary Forus 405	Applied Mathematics 405	Physical Education/Health	View course req	Jests				
Grad & Credit Summary	Please select 1 English, 1 Math and Phys-Ed. Number of requests to generate : 1	E40SLF - 1 oredits	M40SA - 1 credits	PEH40F - 1 credits						
Attendance History Student Services	Grade 12 FI Compulsory Please select 1 English, 1 French, 1 Math and Phys- Ed Number of requests to generate : 1	Click the edit button to	o request a course ⇒			ow solocted				2~
Email Notification Document Library	Grade 12 Electives (English and French Immersion) Please select your top 2 choices for electives. Number of requests to generate : 1	Biology 40 S B40S - 1 credits	Chimie 40 S C40SFI - 1 credits	-	C	ourses				2~
Class Registration	Repeater Grade 11 Courses If you did not successfully complete any of these 30 level courses, make your selection here. Number of requests to generate : 1	Click the edit button to	o request a course ⇒							2~
Account Preferences	Additional Requests Requests that are currently not associated with any requirement group.	Click the edit button to	o request a course ⇒	orrect nu	mber of					2~
Forms	Requires at least 0 credit hours. Requesting 5 credit hours. Requesting 0 additional credit hours.	-	re	quested c	redits			Submit		~
									7	Submit

9 After submitting requests:

- a. You can return to the "**Class Registration**" page to make changes at any point while the course selection window is open.
- b. Select "View course requests" to see an up-to-date list of requested courses.

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Ten Cameron Jenny	r James						Ľ	4	Ţ	۲
Navigation	Welcome to the Adminis	tration Office	Class Regi	stration System t	for 2025-2026: AoStu	dent Ten				
Home Page	Welcome to the Adminis		oluco ricgi	outuren oyotomi	View course requests					
Information	Grade 12 Regular Program Compulsory	ELA: Literary Focus 405	Applied Mathematics 405	Physical Education/Health					2.	-
Grad & Credit Summary	Please select 1 English, 1 Math and Phys-Ed. Number of requests to generate : 1	E40SLF - 1 credits	M40SA - 1 credits	PEH40F - 1 oredits						
Attendance History	Grade 12 FI Compulsory	Click the edit button	to request a course ⇒						2.	-

c. In this example, 5 courses were selected.

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Ten Cameron Jenny	James					C.	± !	٠	
Navigation	2025 2026 Course	Paguasta Asstudant Tan							
Home Page	2025-2026 Course Requests: Aostudent, ren								
Schedule						Co	urse Catal	log	
	Crs Num	Course	Туре	Cr Hrs	Prerequisite Notes				
Grad & Credit Summary	1. B40S	Biology 40S	Elective		1.00				
An and an an	2. C40SFI	Chimie 40S	Elective		1.00				
History	3. E40SLF	ELA: Literary Focus 40S	Elective		1.00				
Student	4. M40SA	Applied Mathematics 40S	Elective		1.00				
Services	5. PEH40F	Physical Education/Health Education 40F	Elective		1.00				
Email Notification	Total Credit Hours Requested			5.00					



0 Requesting additional courses outside of the course request parameters.

- a. Please refer to instructions from the school.
- b. This process is done on a school-by-school basis.

If you are a guardian, you may have additional students to make requests for. Select their name on the blue menu at the top of the page.

Siver East	Transcona ••••••	Welcome, BradTest3 BradTest	3 Si	gn Out
Ten Cameron Jenny	James	ජ් ජ්	. !	۲
Navigation	Welcome to the River Fast Transcope School Division Parent Portal			
Home Page				
Schedule Information	Cameron Brown-TEST Grade 11 Administration Office Today is Day 1 - Track A - Track B - Track C - Track D Photo			
- Grad & Cradit				

Course requests provide the necessary information to the school to create student schedules. Schools will be in contact with students prior to the next school year.

