RETSD PowerSchool Guide

Guardian/Student Course

Request Guide

For Guardians and Students

February 2025

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.
  - 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 www.retsd.powerschool.com and login using your portal account.

2 Select class registration.

③ Layout:
   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.

④ If you require a course from a particular group, click the ✏️ icon.

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⑤ The course group screen will now pop up.
   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**.

⑥ Verify:
   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 **"!"**.

⑦ Repeat steps 4 to 6 to request courses from additional groups.

8 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.

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.

c. In this example, 5 courses were selected.

10 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.

11 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.
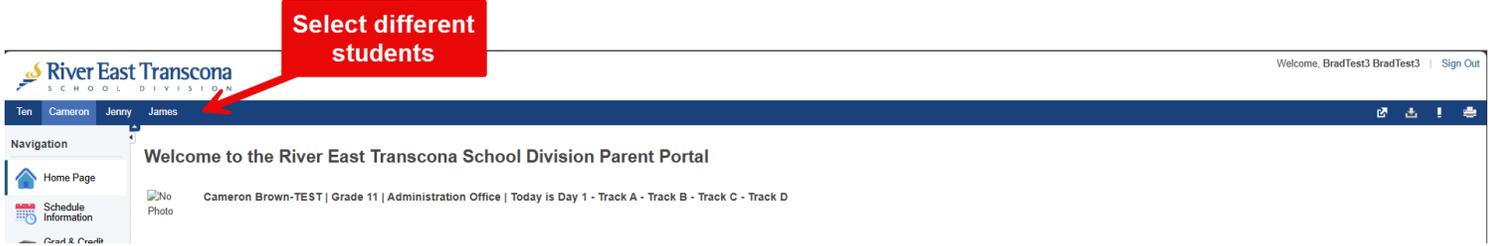
12 Course requests provide the necessary information to the school to create student schedules. Schools will be in contact with students prior to the next school year.