



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.

PowerSchool SIS

Student and Parent Sign In

Username

Password

[Forgot Username or Password?](#)

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2 Select class registration.

River East Transcona SCHOOL DIVISION

Ten

Welcome to the River East Transcona School Division Parent Portal

Ten Ao Student | 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
- Schedule Information
- Attendance Information
- High School Graduation Progress
- High School Credit Summary

Only students entering grades 9-12 will have access to "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.

Navigation: Home Page, Schedule Information, Grad & Credit Summary, Attendance History, Student Services, Email Notification, Document Library, School Bulletin, Class Registration, School Information, Account Preferences, Forms.

Welcome to the **Your school name** Class Registration System for 2025-2026: **student name**

View course requests

Group	Instructions	Action
Grade 12 Regular Program Compulsory	Please select 1 English, 1 Math and Phys-Ed. Number of requests to generate : 1	Click the edit button to request a course ⇒
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 request a course ⇒
Grade 12 Electives (English and French Immersion)	Please select your top 2 choices for electives. Number of requests to generate : 1	Click the edit button to request a course ⇒
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 request a course ⇒
Additional Requests	Requests that are currently not associated with any requirement group. Requires at least 0 credit hours. Requesting 0 credit hours. Requesting 0 additional credit hours.	Click the edit button to request a course ⇒

Submit

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

Navigation: Home Page, Schedule Information, Grad & Credit Summary, Attendance History, Student Services, Email Notification, Document Library, School Bulletin, Class Registration, School Information, Account Preferences, Forms.

Welcome to the Administration Office Class Registration System for 2025-2026: AoStudent, Ten

View course requests

Grade 12 Regular Program Compulsory	Please select 1 English, 1 Math and Phys-Ed. Number of requests to generate : 1	Click the edit button to request a course ⇒
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 request a course ⇒
Grade 12 Electives (English and French Immersion)	Please select your top 2 choices for electives. Number of requests to generate : 1	Click the edit button to request a course ⇒
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 request a course ⇒
Additional Requests	Requests that are currently not associated with any requirement group. Requires at least 0 credit hours. Requesting 0 credit hours. Requesting 0 additional credit hours.	Click the edit button to request a course ⇒

Submit

- 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.

Instructions

Checkbox to select courses

Okay to confirm selections

Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input checked="" type="checkbox"/> Applied Mathematics 40S	M40SA		1		
<input type="checkbox"/> ELA: Comprehensive Focus 40S	E40SCF		1		
<input checked="" type="checkbox"/> ELA: Literary Focus 40S	E40SLF		1		
<input type="checkbox"/> ELA: Transactional Focus 40S	E40STF		1		
<input type="checkbox"/> Essential Mathematics 40S	M40SE		1		
<input checked="" type="checkbox"/> Physical Education/Health Education 40F	PEH40F		1		
<input type="checkbox"/> Pre-Calculus Mathematics 40S	M40SP		1		

- 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 **“!”**.

1) The selected courses appear

2) A total of 3 credits has been requested

3) Small green checkmark indicates no errors

Grade 12 Regular Program Compulsory	ELA: Literary Focus 40S	Applied Mathematics 40S	Physical Education/Health Education 40F
Please select 1 English, 1 Math and Phys-Ed. E40SLF - 1 credits	M40SA - 1 credits	PEH40F - 1 credits	

Requires at least 0 credit hours.
Requesting **3** credit hours.
Requesting 0 additional credit hours.

- 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.

1) Review selected courses

2) Correct number of requested credits

3) All green check marks

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.

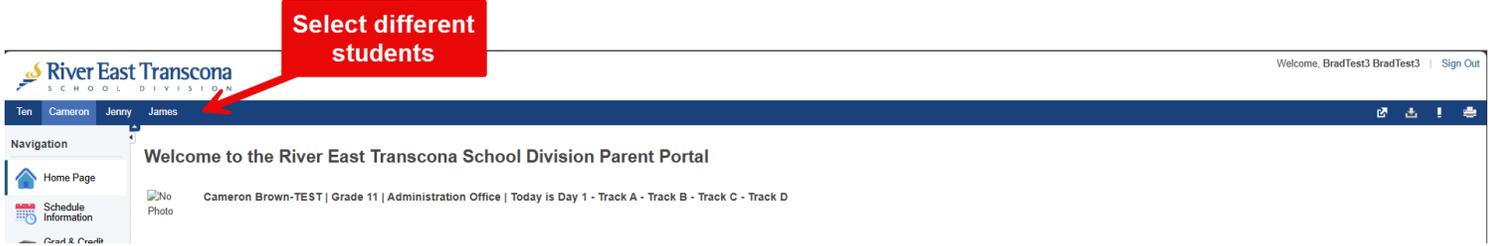
View course requests

c. In this example, 5 courses were selected.

Crs Num	Course	Type	Cr Hrs	Prerequisite Notes
1. B40S	Biology 40S	Elective	1.00	
2. C40SFI	Chimie 40S	Elective	1.00	
3. E40SFLF	ELA: Literary Focus 40S	Elective	1.00	
4. M40SA	Applied Mathematics 40S	Elective	1.00	
5. PEH40F	Physical Education/Health Education 40F	Elective	1.00	
Total Credit Hours Requested			5.00	

- 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.