



RETSD PowerSchool Guide

Guardian/Student Course

Request Guide

For Guardians and Students

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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.
 - 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

No 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
- Schedule Information
- Attendance Information
- High School Graduation Progress
- High School Credit Summary

Navigation

- Home Page
- Schedule Information
- Grad & Credit Summary
- Attendance History
- SSU Student Services
- Email Notification
- Document Library
- School Bulletin
- Class Registration**
- School Information
- Account Preferences
- Forms

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.

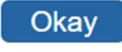
The screenshot shows a web interface for a dual track school. At the top, it says "Welcome to the [Your school name] Class Registration System for 2025-2026: [student name]". Below this is a "View course requests" section with five groups:

- Group 1: English track compulsory** - Grade 12 Regular Program Compulsory. Instructions: "Please select 1 English, 1 Math and Phys-Ed." Number of requests to generate: 1.
- Group 2: French track compulsory** - Grade 12 FI Compulsory. Instructions: "Please select 1 English, 1 French, 1 Math and Phys-Ed." Number of requests to generate: 1.
- Group 3: Electives that span both tracks** - Grade 12 Electives (English and French Immersion). Instructions: "Please select your top 2 choices for electives." Number of requests to generate: 1.
- Group 4: Repeater 11 courses** - Repeater Grade 11 Courses. Instructions: "If you did not successfully complete any of these 30 level courses, make your selection here." Number of requests to generate: 1.
- Group 5: Additional manual requests done by school** - Additional Requests. Instructions: "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.

Each group has a "Click the edit button to request a course =>" link and a checkmark icon. A "Submit" button is at the bottom right.

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

The screenshot shows the same web interface as above, but for an "Administration Office" user. It says "Welcome to the Administration Office Class Registration System for 2025-2026: AoStudent, Ten". The "View course requests" section is identical to the previous screenshot. A red box highlights the pencil icon in the top right corner of the first group's row, with a red arrow pointing to it and a text box that says "Click to add a course from group 1".


- 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  .

Instructions

Checkbox to select courses

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		

Okay to confirm selections

- 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

- 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.

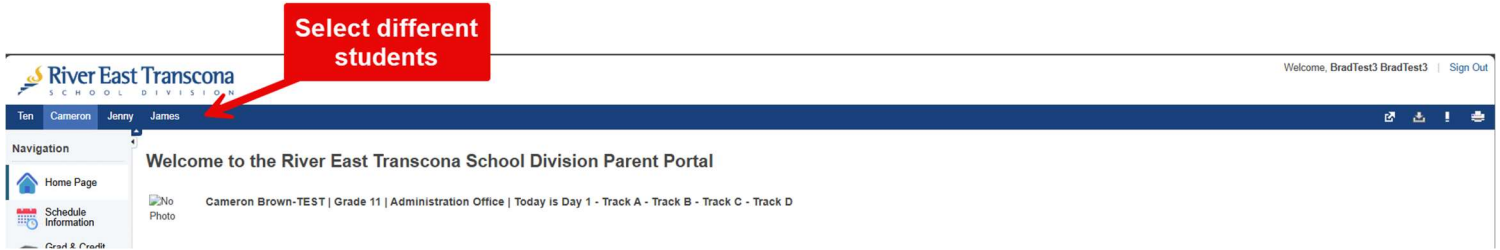
- 9 After submitting requests:
- a. You can return to the “Class Registration” page to make changes at any point while the course selection window is open.
 - b. Select “View course requests” to see an up-to-date list of requested courses.

c. In this example, 5 courses were selected.

Crs Num	Course	Type	Cr Hrs	Prerequisite Notes
1. B40S	Biology 40S	Elective	1.00	
2. C40SFI	Chimie 40S	Elective	1.00	
3. E40SLF	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.