

Power School Course Registration Instructions

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Step 1: Log in to PowerSchool, click “Class Registration”



Step 2: View course options for each category by clicking the red pencil icon to the right

Welcome to the Clayton High School Class Registration System for 2021-2022 School Year

Helpful hints and directions can be found on the Clayton High School Counseling page under registration. <https://www.claytonschools.net/Page/22091>

[View course requests](#)

English Core 11 English is required every year. Teacher recommendation is bold. Choose both sections of the same course (ending in A and B). Number of requests to generate : 1	Click the edit button to request a course =>	 
Math 11 Teacher recommendation is bold. Choose both sections of the same course (ending in A and B). Number of requests to generate : 1	Click the edit button to request a course =>	 
Science Core 11 Teacher recommendation is bold. Choose both sections of the same course (ending in A and B). Number of requests to generate : 1	Click the edit button to request a course =>	 
Social Studies 11 Number of requests to generate : 2	Click the edit button to request a course =>	 
World Languages 11 Number of requests to generate : 1	Click the edit button to request a course =>	 
Fine Art Electives 11 1.0 credit of Fine Art is required for graduation. Number of requests to generate : 1	Click the edit button to request a course =>	 
Practical Arts 11 1.0 credit of Practical Art is required for graduation. I recommend fulfilling your Personal Finance requirement this year. Number of requests to generate : 1	Click the edit button to request a course =>	 

Each category will have subject specific info listed underneath the subject title

Please note:
Red ! = still need to complete selection
Green ✓ = selection successful OR not required for submission

Step 3: Select courses for each category. Teacher recommendations will be bold.

English Core 11

English is required every year. Teacher recommendation is bold. Choose both sections of the same course (ending in A and B).

<input checked="" type="checkbox"/>	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input checked="" type="checkbox"/>	CP ENG III: AMER LIT	0316A	Select the same course for both semesters for yearlong courses. One semester should end in A, one in B.	0.5		Recommended Amy Hamilton
<input checked="" type="checkbox"/>	CP ENG III: AMER LIT	0316B		0.5		Recommended Amy Hamilton
<input type="checkbox"/>	ENGLISH III	0227B		0.5		
<input type="checkbox"/>	ENGLISH III	0227A		0.5		
<input type="checkbox"/>	HON AM LIT	0130A		0.5		
<input type="checkbox"/>	HON AM LIT	0130B		0.5		

<< first < prev 1 next > last >>

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

Cancel Okay

Hit 'Okay' when you're done with this category

Step 4: Continue this process for

1. **Math 11:** *will have teacher recommendation in bold*
2. **Science Core 11:** *will have teacher recommendation in bold*
3. **Social Studies 11:** *MAY have teacher recommendation in bold*
4. **World Language 11:** *will have teacher recommendation if taken last year, can leave blank if not taking next year*

Step 5: Continue this process for elective credit enrollment

6. **Fine Art:** *1.0 credit required for graduation*
7. **Practical Art:** *1.0 credit required for graduation. Strongly consider completing Personal Finance credit Junior year*
8. **PE/Health:** *1.0 credit PE & 0.5 credit Health required for graduation. Select if not completed already*
9. **Science Electives 11:** *take in addition to Biology*
10. **English Electives 11:** *take in addition to English*
11. **Student Support:** *teacher recommendations will be bold. Can select Learning Center 11/12 if interested but not recommended*

Step 6: Finally, select Alternates

VERY IMPORTANT. Select classes you'd be okay being in if your other electives are full or don't work with your schedule.

Alternates

Click the edit button to request a course →

Choose at least two semester or one year long class
as an alternate should your other electives be full.

Number of requests to generate : 4



Before you submit:

- Double check you have Alternates selected
- Double check that you are requesting at least 7 credit hours (not counting Alternates). You can have more than 7 but will not be able to submit if you have requested more than 10.



The screenshot shows a web interface for 'Additional Requests'. At the top, it says 'Click the edit button to request a course' with a right-pointing arrow. Below this is a header 'Additional Requests' and a sub-header 'Requests that are currently not associated with any requirement group.' There are three rows of text: 'Requires between 7 and 10 credit hours.', 'Requesting 8 credit hours.', and 'Requesting 0 additional credit hours.'. A red circle highlights the number '8' in the second row. A black arrow points from the top of the page down to the circled '8'. A green checkmark is visible in the top right corner of the form area.

After you submit:

- **DON'T PANIC!** There may be glitches or errors. We will meet individually to discuss your requests and can make changes at that time. Remember, this just replaces the **Orange** and **Blue** sheets so it's only the beginning of the process.