




2022 - 2023

ONLINE REGISTRATION DIRECTIONS

LOG ON: Log into PowerSchool using Chrome or Firefox (you can access this through the website ahsrockets.org) with your **PARENT'S USERNAME AND PASSWORD** and click

on  **Class Registration** the side menu bar. (*Test this username SOON!*) If you cannot recall your password or username, click the blue "Forgot Username or Password?" link at bottom of page.

COMPLETE LONG-TERM PLANNING GUIDE: You will now be ready to choose ALL of your classes for the 2022-2023 school year. Make sure you have completed the long-term planning guide to aid you in your registration. It is very important that you know the proper level for each course. **YOU MUST HAVE TEACHER APPROVAL IN THE FORM OF A TEACHER SIGNATURE TO MOVE UP OR DOWN IN ANY COURSE PRIOR TO REGISTERING ONLINE.**

CHOOSE YOUR CLASSES: Teachers will conference with students on February 7th and February 8th. Registration will OPEN on Thursday, February 10. Please follow the directions on PowerSchool to choose your classes from the drop-down menu for each course. When you have chosen all of your courses, click "Submit" and you will go to the screen that will allow you to print and finalize your registration. If you see something that is incorrect, click the blue hyperlink that says "Make changes to your request" and it will take you back to the previous screen. Make any necessary changes and click "Submit" again.

FINALIZE YOUR REGISTRATION: If all of your classes and levels are correct, click in the box that says "I am ready to finalize my registration" and then click on the button that says "Finalize and Print Registration".

PRINT: The screen will now say "*You have finalized your Registration*" and you should click on "Print Registration" to print the form. (Once you have finalized your registration, you can print from your own PowerSchool log in).

PARENT SIGNATURES: Parents must sign your registration form to give approval for your course choices as well as pay the registration fee online. So, you will want to take the printed form home for your parent to complete and sign.

DUE DATE TO PRINT REGISTRATION: This must be completed and **printed** by Monday, February 14.

DATES TO BRING PRINTED REGISTRATION TO CLASS FOR SIGNATURES: You must bring your printed registration form to your classes on Monday and Tuesday, February 14 and 15 to get your teachers' signatures. If you are unsure of which teacher should sign for an elective course, please check the course catalog.

IF YOU HAVE MADE A MISTAKE AFTER YOU HAVE FINALIZED OR IF YOUR TEACHER DOES NOT RECOMMEND YOU FOR A CERTAIN LEVEL: Please email Mrs. Fieldhouse (A-K) or Mrs. Schuhmann (L-Z) and ask them to un-finalize your registration and then you will need to register **again** online, print **again** and get all of your signatures **again**. If this is the case, we will have a PM Rocket time available on Thursday, February 17 so you can check into homeroom, then find whatever teacher signature you need for your classes.

FINAL REGISTRATION DEADLINE: Your completed registration form (with teacher and parent signatures) is due to the Theater Foyer by Thursday, February 17.

FINAL REGISTRATION DEADLINE: THURSDAY, FEBRUARY 17