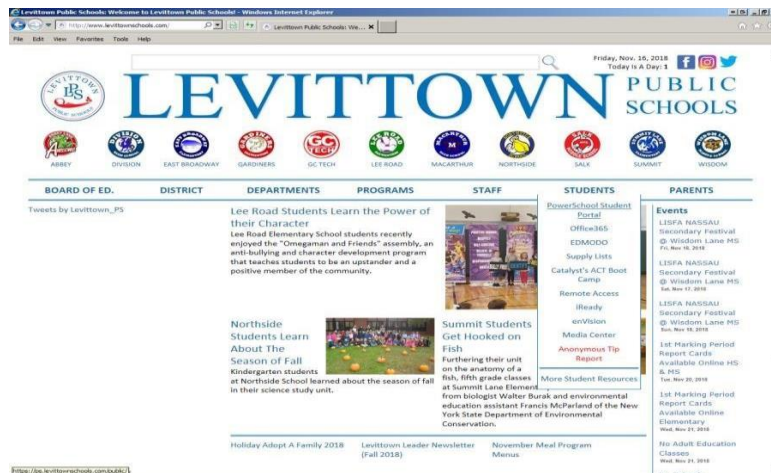


## Levittown Public Schools Tutorial Student Entry of On-Line Course Requests

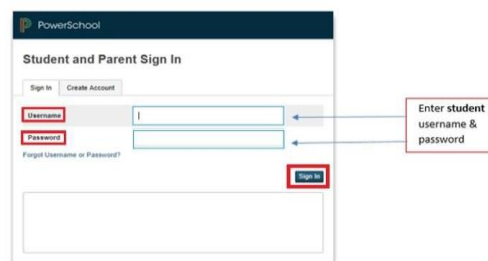
**Purpose:** This document contains the steps for **high school grade students** to enter their next grade course selections for the upcoming school year.

### From the Levittown Public Schools homepage

1. Select PowerSchool Student Portal link under STUDENTS.



2. Enter the same **student username and password used in school** on the PowerSchool Student and Parent Sign In page.



3. Click on the **Course Request Entry** icon at the top of the portal page.



4. Choose courses for each subject area by clicking the pencil icon on the right. Courses chosen or pre-selected (such as lunch) will display on the page. A red exclamation indicates a required course has not been selected yet. A green check indicates a course has been selected or is not required.

5. Check the box to the left of the course you would like to register for. Use the page buttons at the bottom of the course selection window to advance to courses on the next page. Click the Okay button when finished choosing desired course(s).

Core courses such as English are required and must be selected. Elective courses are divided among subject area. Depending on what you can fit into your schedule will determine how many electives you can select. It is not required to pick electives from every category.

Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input type="checkbox"/> SS-AP Human Geography	443		0.5		
<input type="checkbox"/> SS-AP World History	427		1		
<input type="checkbox"/> SS-Economics ACL	420		0.5		
<input type="checkbox"/> SS-GLOBAL HIST AND GEOG II	440LD		1		
<input type="checkbox"/> SS-Global Hist and Geography II R	410		1		

6. Confirm the correct course names appears on the request screen for each subject area
7. At the bottom of the request screen, you will see how many total credits your chosen courses add up to. You must select a sufficient amount of courses that sum between 7 and 8 credits in order to submit your requests.

Additional Requests      Click the edit button to request a course =>

Requests that are currently not associated with any requirement group.

Requires between 7 and 8 credit hours.  
Requesting 0 credit hours.  
Requesting 0 additional credit hours.

8. **Click Submit** on bottom right of screen.
9. **You will be scheduled to meet with your school counselor to review your course selections after submission.**