



Grade 9 Elective Selection Guide

For current EIPS students with access to PowerSchool.

The options selection process requires 2 phases in order to be considered complete and **MUST** be submitted through PowerSchool Parent Portal Accounts.

Phase #1 - Complete Parent/Guardian Information Verification Form

Phase #2 - Select Courses

Note: Both phases must be completed for **EACH** student attending junior high at SouthPointe. We do require completion of the Parent/Guardian Information Verification Form for elementary students as well. If you have already submitted the Parent/Guardian Information Verification Form, you can move on to Phase #2.

PHASE #1 Complete Parent/Guardian Information Verification Form

Step #1: Log-in to your [PowerSchool Parent Portal](#)

The screenshot shows the PowerSchool SIS Parent Sign In page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title "Parent Sign In" is displayed. There are two buttons: "Sign In" and "Create Account". Below these buttons are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. At the bottom right, there is a blue button labeled "PARENT Sign In".

Step #2: Complete Parent/Guardian Information Verification Form for each child

The screenshot shows the PowerSchool navigation menu. The menu is titled "Navigation" and contains several options: "Student Fees", "Student Correction and Verification Form", and "Parent/Guardian Information Verification Form". The "Parent/Guardian Information Verification Form" option is circled in red. An arrow points from the text "Each child has their own tab" to the tabs labeled "Behnam", "Jonah", and "Tiag" at the top of the menu.



Step #3: Ensure 'Student', 'Parents/Guardians' sections are completed.

The screenshot shows a navigation menu for the 'Parent/Guardian Information Verification Form 2022-2023 (Behnam)'. The menu items are: Introduction, Form, Student, Parents/Guardians (highlighted in blue), Signature, and Summary. The 'Parents/Guardians' item is currently selected.

Step #4: Sign with your electronic signature & enter today's date, then 'Next'

Electronic Parent/Guardian Signature

The electronic signature below, and all of its related fields, replaces a handwritten signature on paper and is legally binding.

Parent/Guardian Signature

I hereby certify the provided information to be true, correct and complete. required

Electronic Signature required

TEST TESTING

Today's Date required

mm/dd/yyyy

03/13/2023

Previous

Next



Should you have any errors, you will see this screen. Correct errors and proceed to the next step.

Summary

We found some missing or incorrect information on the following pages.

PAGE	STATUS
Student	
Parents/Guardians	
Signature	

Find Invalid Fields

If you see this screen, everything is correct. Click Submit.

Summary

No issues found. You may now submit the form.

PAGE	STATUS
Student	
Parents/Guardians	
Signature	

Summary - Process Complete - Move to Course Selection (see below)

Parent/Guardian Information Verification Form 2022-2023 (Behnam)

Next Steps

1. Print a copy of the **Completed Form** for your records (optional)
Now that you've submitted your Parent/Guardian Information Verification Form you must contact the school to make any adjustments.
2. Complete a Parent/Guardian Information Form for another student (if applicable)
This process must be completed for each child currently attending Elk Island Public Schools. Click [HERE](#) to begin another Parent/Guardian Information Verification form.

Contact Information

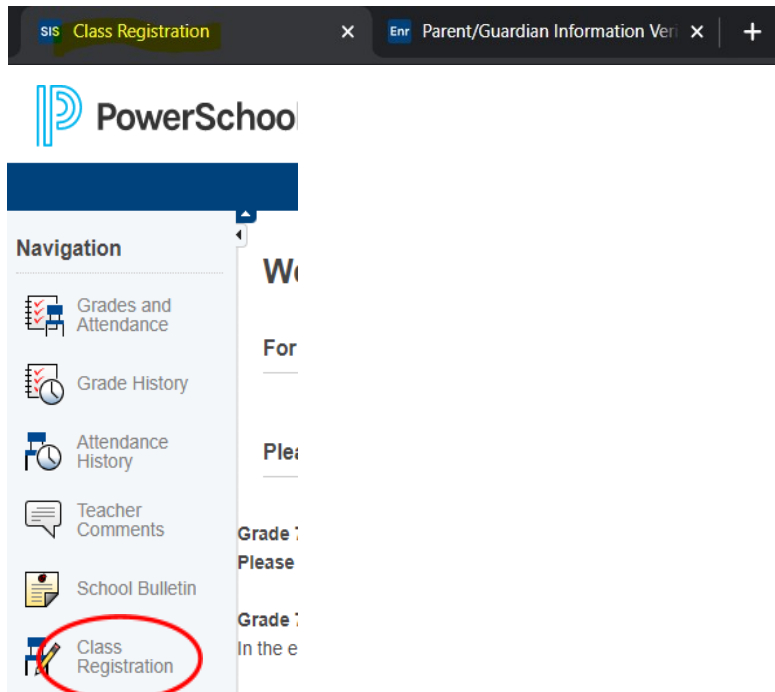
Elk Island Public Schools
687 Wye Road
Sherwood Park, AB T8B 1N2
Phone: 780-464-3477

WARNING: DON'T FORGET TO SELECT THE "SAVE & SIGN OUT" OPTION WHEN FINISHED, ESPECIALLY WHEN USING A SCHOOL OR PUBLIC COMPUTER. THIS WILL ENSURE THAT YOUR INFORMATION REMAINS SECURE. Save & Sign Out can be found by clicking the circular button with your initials at the top right of the screen.



PHASE #2 Select Courses

Step #1: Go back into Parent Portal account tab once you have completed the Parent/Guardian Information Verification Form and on the 'Navigation' bar select 'Class Registration'



Step #2: Select your Primary and Alternate Elective Courses

Click the edit button to request a course =>



<input checked="" type="checkbox"/>	Course Name	Number	Course Description
<input type="checkbox"/>	Art 7	ART7	
<input type="checkbox"/>	Band-Instrumental Music 7	BANDIN MU7	
<input type="checkbox"/>	CTF: Computer Science 7	CTFCOM SC7	
<input type="checkbox"/>	CTF: Creative Design and Production 7	CTFCDP 7	
<input checked="" type="checkbox"/>	CTF: Environmental Stewardship 7	CTFENV SWD7	
<input type="checkbox"/>	CTF: Graphic Arts 7	CTFGRA RT7	
<input checked="" type="checkbox"/>	CTF: Recreational Fitness 7	CTFREC 7	
<input type="checkbox"/>	CTF: STEM Challenge 7	CTFSTE M7	

Select courses in both sections from the menu as instructed.



Step #3: Once your Primary and Alternate Elective Courses have been selected, click **Submit**.

Grade 7 Primary Elective Courses ✔
Students are required to select 2 courses in this section.
Number of requests to generate : 1

CTF: Recreational Fitness (CTFREC7 - 0 credits) CTF: STEM Challenge 7 (CTFSTEM7 - 0 credits)

Grade 7 Alternate Elective Courses ✔
Students are required to select 4 courses in this section. In the event your primary selections are unavailable, or do not fit into your timetable with your other requested electives, the same catalogue of elective courses is used to select alternates.
Number of requests to generate : 1

Art 7 (ART7 - 0 credits) CTF: Creative Design and Production 7 (CTFCDP7 - 0 credits) CTF: Environmental Stewardship 7 (CTFENVSWD7 - 0 credits) CTF: The World of Food 7 (CTFWOF7 - 0 credits)

Additional Requests ✔
Click the edit button to request a course ⇒
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. ✔



Step #4: Rank courses by priority. Primary electives should be ranked #1-4. Alternate electives should start at #5.

Course Requests		
Priority	Course Number	Course Name
4	CTFENVSWD7	CTF: Environmental Stewardship 7
6	CTFCDP7	CTF: Creative Design and Production 7
3	ART7	Art 7
5	CTFWOF7	CTF: The World of Food 7
2	CTFSTEM7	CTF: STEM Challenge 7
1	CTFREC7	CTF: Recreational Fitness 7

REMINDER: Click **Submit** a second time to refresh the page and save or resubmit.



Step #5: Click **Submit** to save your selection, and the screen will be cleared. **Click Submit again** to refresh the display and verify your changes were saved. **By ranking courses and clicking Submit below, you have completed both steps of the course request process and the school has received your submission.** The school will follow up with you if there are any issues with the data submitted.



To verify that your course requests have been submitted, return to the Class Registration screen and go to the View Course Requests tab.

The screenshot shows the PowerSchool interface. On the left is a navigation menu with items: Grades and Attendance, Grade History, Attendance History, Teacher Comments, School Bulletin, and Class Registration (highlighted with a red circle). The main content area shows a 'Class Registration' tab and a 'View Course Requests' tab (highlighted with a red circle). Below the tabs, it displays 'Grade 7 Core Courses' and 'Number of requests to generate : 1'. A table of requested courses is visible below.

9. CTFREC7	CTF: Recreational Fitness 7
10. CTFSTEM7	CTF: STEM Challenge 7
Total Credit Hours Requested	
1. ART7	Art 7
2. CTFCDP7	CTF: Creative Design and Production 7
3. CTFENVSWD7	CTF: Environmental Stewardship 7
4. CTFWOF7	CTF: The World of Food 7
Total Alternate Hours Requested	

Should you have any questions about the above process, please contact the office at 780-998-2747 or at general.sps@eips.ca.