Junior High Options 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.

PHASE #1 Complete Parent/Guardian Information Verification Form

Step #1: Log-in to your PowerSchool Parent Portal

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

Each child has their own tab

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

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	1
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'
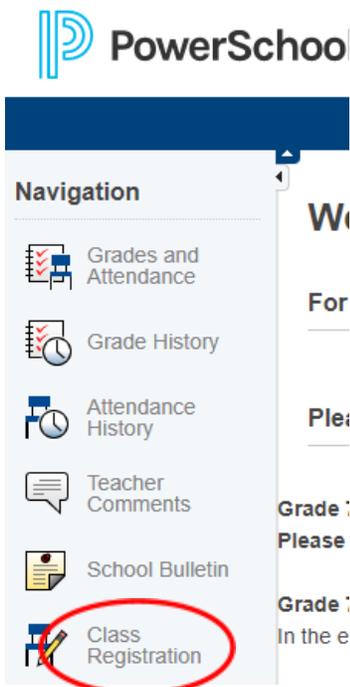
Step #2: Select your Required Elective Courses
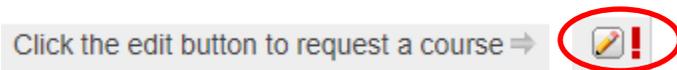
	Course Name ▲	Number	Course Description
☑	CTF: Construction Technologies 7	CTFCTS 7	
☑	CTF: Foods 7	CTFFOO D7	

***Select both courses in this section.**

Step #3: Select your Primary and Alternate Elective Courses

Click the edit button to request a course ⇒	🖊 ❗

✅	Course Name ▲	Number	Course Description
☐	Art 7	ART7	
☐	Band-Instrumental Music 7	BANDIN MU7	
☐	CTF: Computer Science 7	CTFCOM SC7	
☐	CTF: Creative Design and Production 7	CTFCDP 7	
☑	CTF: Environmental Stewardship 7	CTFENV SWD7	
☐	CTF: Graphic Arts 7	CTFGRA RT7	
☑	CTF: Recreational Fitness 7	CTFREC 7	
☐	CTF: STEM Challenge 7	CTFSTE M7	
☐	CTF: The World of Food 7	CTFWOF 7	
☐	Learning Strategies 7	LDCLST 7	

Select courses in both sections from the menu as instructed.

Step #4: Once your Required, Primary, and Alternate Elective Courses have been selected, click Submit.

Grade 7 Required Elective Courses	CTF: Construction Technol	CTF: Foods 7			🖊 ✔
Students are required to select both courses in this section.	CTFCTS7 - 0 credits	CTFFOOD7 - 0 credits			
Number of requests to generate : 1					
Grade 7 Primary Elective Courses	CTF: Recreational Fitness	CTF: STEM Challenge 7			🖊 ✔
Students are required to select 2 courses in this section.	CTFREC7 - 0 credits	CTFSTEM7 - 0 credits			
Number of requests to generate : 1					
Grade 7 Alternate Elective Courses	Art 7	CTF: Creative Design and I	CTF: Environmental Stewa	CTF: The World of Food 7	🖊 ✔
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.	ART7 - 0 credits	CTFCDP7 - 0 credits	CTFENVSWD7 - 0 credits	CTFWOF7 - 0 credits	
Number of requests to generate : 1					
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.					✔

Submit

Step #5: Rank courses by priority. Primary electives should be ranked #1 & 2. Alternate electives should start at #3.

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.

[Submit]

Step #6: 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.

Step #7: To verify that your course requests have been submitted, return to the Class Registration screen and go to the View Course Requests tab.

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