

PowerSchool Course Selection

We use PowerSchool SIS for our Student Information System. Follow the steps below to complete the course selection.

1. Access PowerSchool by hovering over either the **STUDENTS** or **PARENTS** tab on the school website.
2. Enter your **Username** and **Password** (Please contact Shannon Pritzl at 920-686-8145 if you don't already have a PowerSchool log in).
3. Main Menu → Click Class **Registration**
4. Required courses are already pre-selected for you.
5. Click the **Pencil** icon on the far right to select courses
6. **Course Request** pop-up window appears
7. Choose a course (There may be more than one page available for that group of courses).
8. Click Okay
9. Course Request pop-up window closes
 - a. A green checkmark appears for selected courses. **Note:** A red ! mark will appear if there are errors or omissions in an area.
10. Repeat above for each course.
 - a. Eight (8) credits need to be selected.
 - b. One (1) credit of alternates needs to be selected.
11. Click Submit.
 - a. The Course Requests page appears.