PowerSchool

Course Request Verification Form

Assisting Families without a Parent Portal Account

Course requests for the upcoming school year are entered by students using the Student Portal. Utilizing the web-based Parent Portal application, parents have a chance to review and approve or request changes to be made to the course requests during the designated 2-week timeframe.

NOTE: This process can only be completed on the web-based Parent Portal, the mobile app cannot be used to complete this process.

Families without a Parent Portal Account

If a family reaches out to your school needing assistance completing the form, and they do not have a Parent Portal account, anyone with Data Entry access in PowerSchool can help the family complete the form by asking a few questions and completing the form on behalf of the parent.

1. Log into **PowerSchool Admin Portal**.
2. **Search for the student** and **open the student record**.
3. Click on **Forms** on the left navigation bar.

4. Click on **AACPS – Course Request Verification** to open the form
   a. Review the form with the parent and capture their responses.
      i. Under the **Course Request Verification** section, select if the parent approves, or does not approve of the courses listed on the form.
         1. If you check "**I approve…**"
            a. Check **Yes** for I agree to the use of electronic signatures.
            b. Enter **your name** in the **Signature box** and the **date** you are completing the form.
         2. If you check **"I do not approve…"**
            a. You have the opportunity to enter up to 4 changes. <u>Note:</u> If you have more than 4 changes that need to make, please reach out to your student's Counselor. Also, as stated on the form, a request to change a course DOES NOT automatically result in a schedule change.
            b. **Enter the name of the course that you would like to Drop**.

      c. **Enter the name of the course that you would like to Add in place of the drop.**

         i. For each Drop, please enter a course that you would like to Add.

      d. Check Yes for "I agree to the use of electronic signatures"

      e. Enter **your name** in the **Signature box** and the **date** you are completing the form

  ii. Under the **Admin Use Only** section check the box for **"Form was submitted on behalf of parent"**.

  iii. Click **SUBMIT**.

Please make sure that you enter your name into the Signature box as part of the agreement. The checkbox stating that the form was submitted on behalf of the parent is used to determine that you completed the form for the parent.