

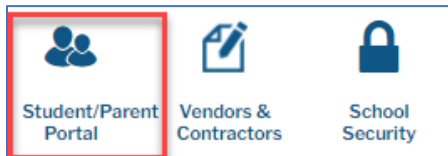
## Course Request Verification: Parent Portal

Course requests for the upcoming school year have been 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. Parent(s)/Guardian(s) should utilize the directions below as a guide to the online form.

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

### Sign into Parent Portal

1. Open a web browser on your computer and go to [www.aacps.org](http://www.aacps.org).
2. Click on the **Student/Parent Portal** quick link icon at the top of the page.



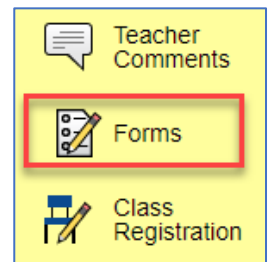
3. Click on the **PowerSchool Student and Parent Sign-In** icon on the right-hand side. You will be directed to the Sign In page.



4. Enter your Parent Portal **Username** and **Password** that you created.
  - a. For assistance with logging in
    - i. You can click on the Forgot Username or Password link found on the sign in page or,
    - ii. Contact your student's school for further assistance with logging in

### Complete the Course Verification Form

1. Click on **Forms** on the left menu bar.
2. Click on **AACPS – Course Request Verification** to open the form
3. **Please read and review the form.**
4. Under the **Course Request Verification** section select if you approve, or do not approve, of the courses listed on the form.
  - a. If you check "**I approve...**"
    - i. Check **Yes** for I agree to the use of electronic signatures.
    - ii. Enter **your name** in the **Signature box** and the **date** you are completing the form
    - iii. Click **submit**
    - iv. You are done with the form and can **close the page**





**Agreement Confirmation**  
By submitting this form, you are agreeing that the course requests listed above are accurate.

**Course Request Verification**

I approve the courses listed above  
 I DO NOT approve of the courses listed above

**I agree to the use of electronic signatures**

Yes

**Signature \***  **Date \***

b. If you check **“I do not approve...”**

- i. You have the opportunity to enter up to 4 changes. Note: 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.
- ii. **Enter the name of the course that you would like to Drop.**
- iii. **Enter the name of the course that you would like to Add in place of the drop.**
  - 1. For each Drop, please enter a course that you would like to Add.
- iv. Check **Yes** for I agree to the use of electronic signatures
- v. Enter **your name** in the **Signature box** and the **date** you are completing the form
- vi. Click **submit**

**Agreement Confirmation**  
By submitting this form, you are agreeing that the course requests listed above are accurate.

**Course Request Verification**

I approve the courses listed above  
 I DO NOT approve of the courses listed above

**A request to change a course DOES NOT automatically result in a schedule change. Only changes in accordance with the following instructions will be accepted.**

<b>Drop Course 1 *</b>	<b>Add Course 1 *</b>
<input type="text" value="Found of Studio Art"/>	<input type="text" value="Band 1"/>
<b>Drop Course 2</b>	<b>Add Course 2</b>
<input type="text" value="Fnds Team Sports"/>	<input type="text" value="Weight Training 1"/>
<b>Drop Course 3</b>	<b>Add Course 3</b>
<input type="text"/>	<input type="text"/>
<b>Drop Course 4</b>	<b>Add Course 4</b>
<input type="text"/>	<input type="text"/>

**I agree to the use of electronic signatures**

Yes

**Signature \***  **Date \***



Things to Note:

Changes requested will be processed by your student's counselor at the school. Please be patient as they review and process changes.

If requested change(s) has/have been made, you will see the Admin Use Only section filled out on the form. If the change cannot be made or only part of the changes can be made, the Counselor will record in the Counselor Notes section details why. This could be due to low course enrollment numbers or the course is not being offered at your student's school.

You can submit the form as many times as you would like during the 2-week window that the form is open. The last submission, once the window has closed, will become the final choice.