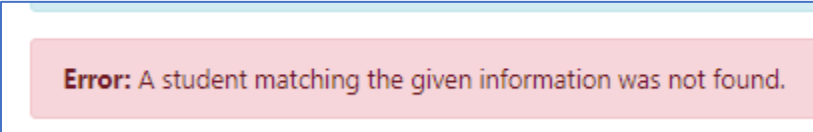**PowerSchool**

Parent Guidelines

Evening High School Online Registration

There are two different types of registrations for Evening High School (EHS).

- **Concurrent** students are students who will be attending classes at the day school as well as classes in EHS.
    - Your School Counselor will recommend EHS classes to take. Following the directions below, the parent/guardian will be able to accept the seat or choose to be waitlisted for the class, as well as make a payment.
    - If you receive the following error message, please contact your child's school counselor to make sure that they have entered a form for your student.

Error: A student matching the given information was not found.
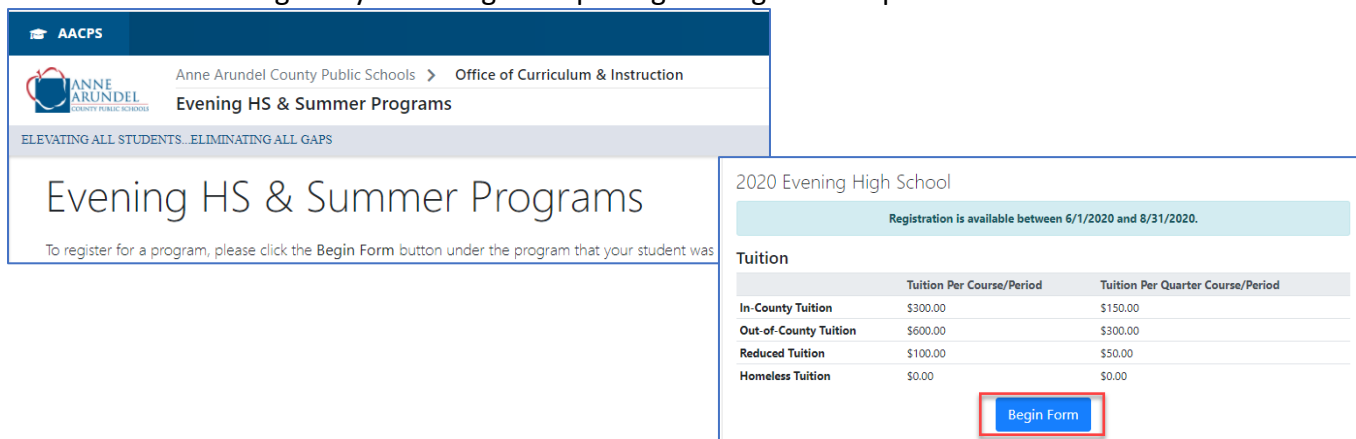
    - <u>**Once the parent/guardian has submitted the form, you cannot go back and make changes. Please make sure to review the form and your choices before clicking submit**</u>.

- **Non-Concurrent** students are students who are choosing to attend classes solely at EHS and will be withdrawn from their current day school.
    - You will be contacted by EHS once your transfer packet has been received from the day school in order to complete the registration process.

Accessing the public/parent online Evening HS Registration System

1. Click on the link to register for the Evening High School.
    a. Please visit the Evening High School webpage at https://www.aacps.org/Page/1320 website for more details regarding registration dates.

You will see the Evening High School registration system once clicking on the link. The online system will provide instructions to guide you through completing the registration process.

2. Scroll down until you see the list of **Open Program Registrations**. Click the blue **Begin Form** button for the program you would like to register for.

a. If you do not see Evening High School, please contact the Evening High School Campus your student is wishing to attend for further assistance.

3. You will need to enter your student's **Student ID** and **Date of Birth** then click **Submit**. Please verify that you have the correct student.

Term	2020 Summer School
Student Id	T00011
	The student's 6-digit AACPS identific...
Birthday	📅 07/09/1986
	MM/DD/YYYY

Q Student Information

Note: The fields below must match exactly the information currently on file for your child.

Error: A student matching the given information was not found.

a. If you receive the following message, "A student matching the given information was not found", please contact **your student's counselor**.
    i. Either the counselor has not created a record for your student
        or
    ii. The information that you entered does not match what the school has in the system
        1. If information is updated in PowerSchool, there is a 24 hour turn around before you would be able to submit.

4. You will now see the classes that have been recommended for your student and the campuses for which they are available. At the bottom you will be able to select which campus you would like to attend for Monday/Wednesday and/or Tuesday/Thursday. Click **Submit**.
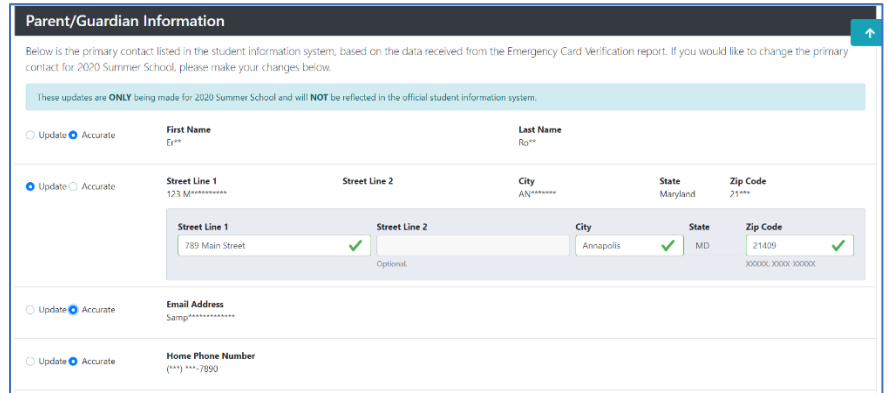
Campus Selection
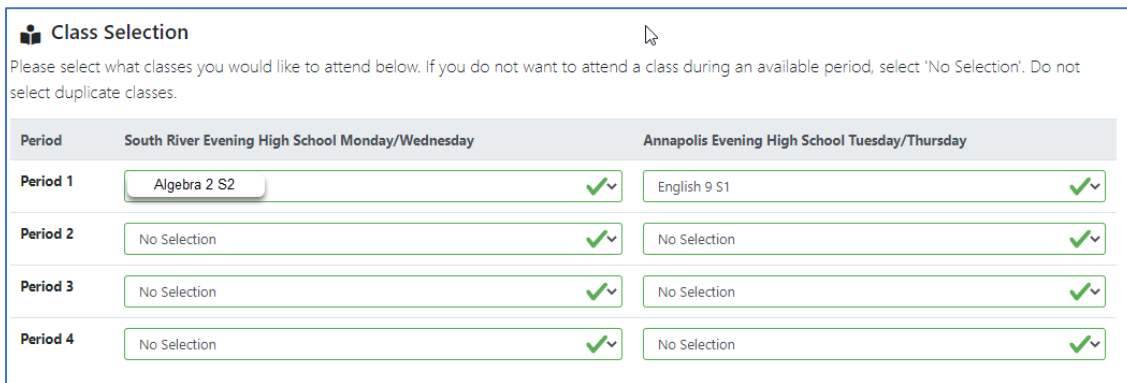
Please select the campus(es) you would like to attend.

Campus Monday/Wednesday   **Campus Tuesday/Thursday**

[⌄]   [⌄]

[Cancel] [Submit]

5. Verify each line under the **Parent/Guardian Information** section by choosing **Update** or **Accurate**. If you select update, you will have the ability to enter updated information for each field listed.

6. You will then see the classes that your student was recommend for and what periods they are offered in the **Class Availability** section.

7. In the **Class Selection** section, parents will use the period dropdowns to select the class they would like the student to attend.
   a. All FOUR periods will need to either have a course or No Selection chosen in order to complete the registration.
   b. If you have chosen to only attend on M/W or T/TH then you only see four dropdowns. If you have chosen both M/W and T/TH then you will see eight dropdowns.
   c. <u>NOTE: only classes that were recommended and still have seats open, will appear under the period that they are available. Once a class is full, you will contact the campus that you wish to take the course at.</u>
   d. Classes are only offered as specific times at specific campuses, think of this as building your actual schedule for EHS.
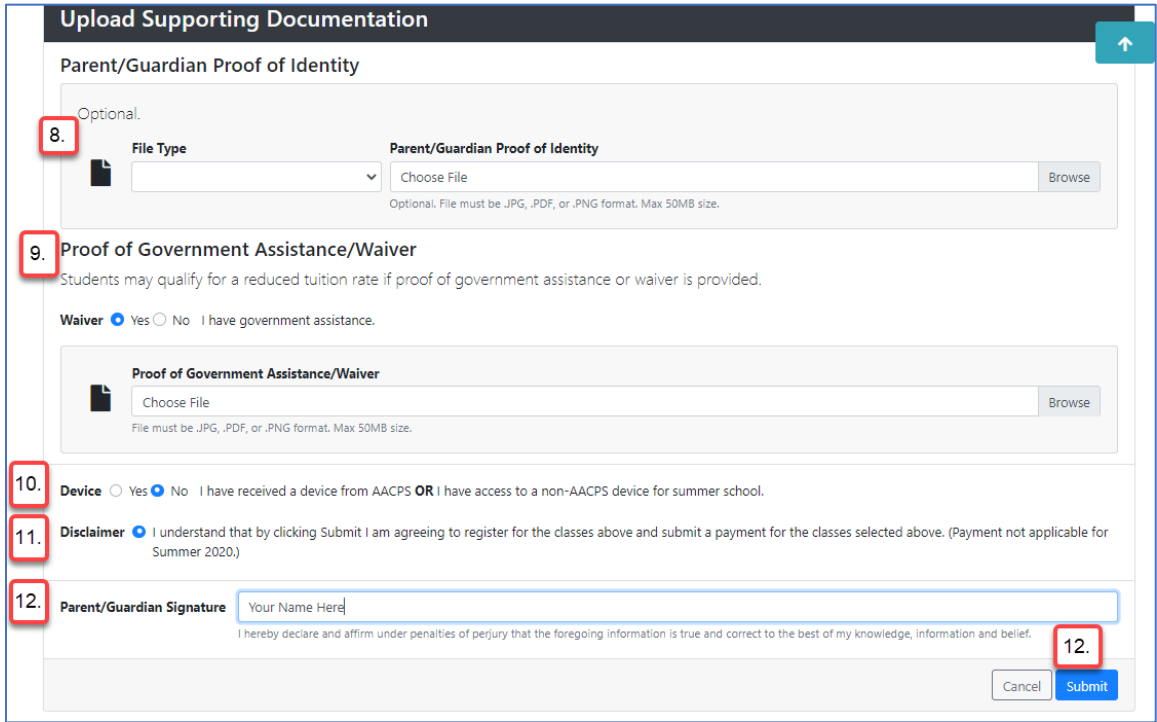

8. It is **optional** to upload **Parent/Guardian Proof of Identity**.

There are several questions that will need to be answered under the **Upload Supporting Documentation** section.

9. Select **Yes** or **No** to receiving **government assistance**. If you choose **yes**, you **will need to upload the document to proceed**. (further assistance on uploading a document can be provided by the EHS campus).

10. Select **Yes or No** regarding having **AACPS device or personal device for use at home**.
11. You will need to **accept the payment disclaimer**.
12. As a Parent/Guardian you will need to **type/enter their name into the signature box** and click **submit**.
13. You will then be directed to the payment piece. In the yellow bar you will see the payment amount due. To pay by check or money order please send it to the address listed on the screen. For electronic payment please use the online payment option. If there are any questions about the payment, please contact the campus that your child would be attending.