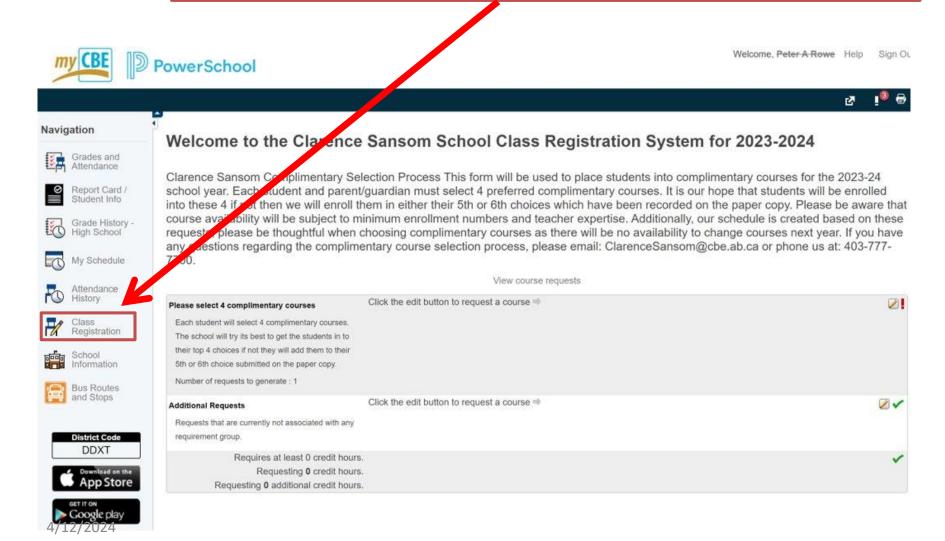
How To Request Complimentary Courses In PowerSchool

Clarence Sansom School 2024-2025

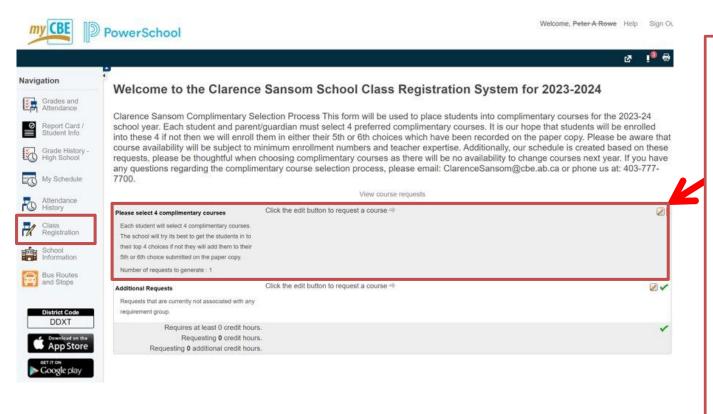
learning | as unique | as every student



When the request screen is turned on, students can access class registration (Now – April 18th) on the right-hand side of their PowerSchool Portal.



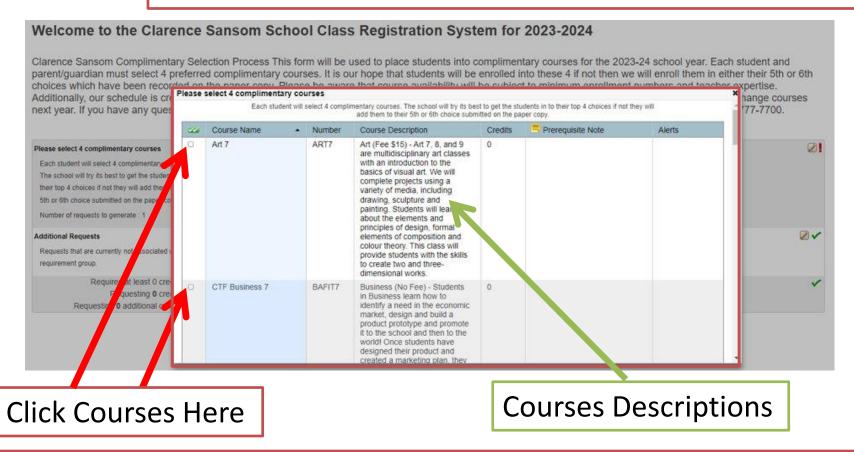
Students need to select 4 complimentary courses from the list of 14 courses.



Make sure to click on the red exclamation mark (🛂). When you have selected 4 courses it will change to a green check mark(**≥**✓).

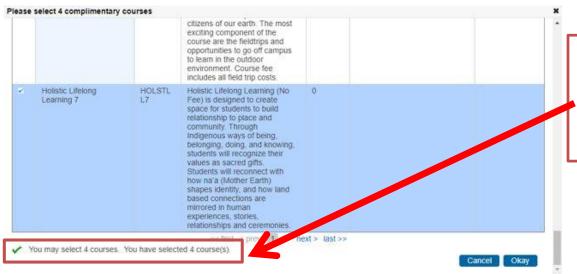
cbe.ab.ca

Students need to select 4 complimentary courses from the list of 14 courses. We will do our best to enroll you into your 4 top choices.

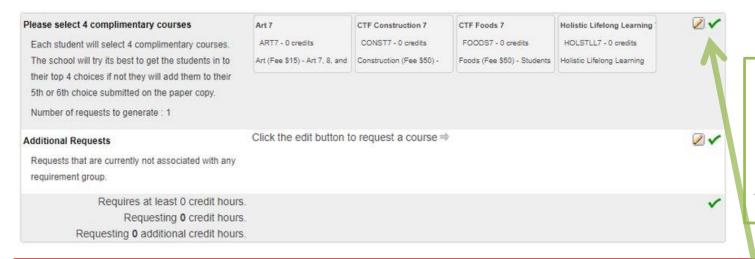


Make sure to click on the red exclamation mark ($\boxed{2}$). When you have selected 4 courses it will change to a green check mark($\boxed{2}$).

cbe.ab.ca



Shows you how many courses you have selected.

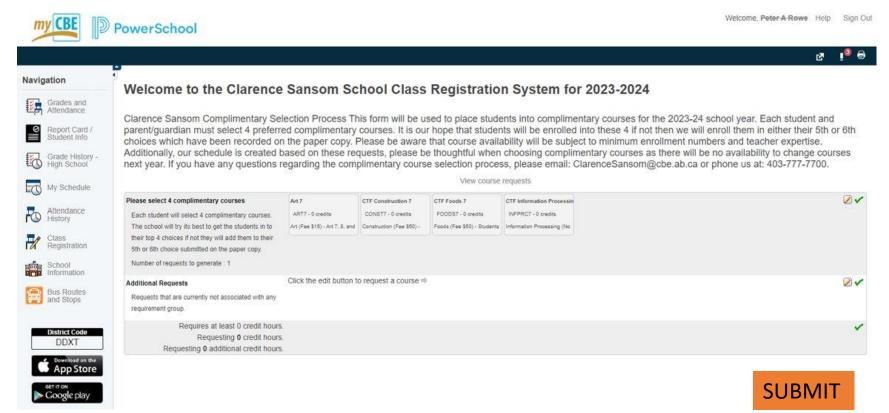


Courses selections will show up on this screen.

Make sure to click on the red exclamation mark (\square). When you have selected 4 courses it will change to a green check mark(\square).

4/12/202/

Once you have completed all your selections you should have green checkmarks on the side. If you are happy with your choices, click "SUBMIT" on the lower right side of the screen and you can then "View Course Requests" on the top right of the screen.









Things to know:

- You must select 4 courses.
- You will be enrolled into 4 courses. (2 per semester)
- You must fill out the option request form (paper copy) to rank our top 6 options and to have your parents sign off.
- All courses at Clarence Sansom School are offered based on student interest, enrolment and school resources.
- Some of the courses have fees associated with them.
- All selections need to be completed by Monday April 18th.
- Questions? Feel free to contact the school 403-777-7700.