




Steps to Register for Classes in Genesis Parent Portal-2015-16

Course Registration will begin February 9th

- Teacher Recommendations are now available on the **Parent Portal**.
- Students will input their requests into the Parent Portal, according to the following schedule.

Class of 2019 (Grade 8)	Monday, February 9th-Monday, February 23rd
Class of 2018 (Grade 9)	Monday, February 23rd- Friday, March 13th
Class of 2017 (Grade 10)	Monday, February 23rd- Friday, March 13th
Class of 2016 (Grade 11)	Monday, February 23rd- Friday, March 13th
Open Scheduling	Monday, March 16th- Friday, March 20th

- Log onto www.veronaschools.org, click the "A+ Grades" icon to get to the **Parent Portal**.
- Click the Student Data tab in the top Blue Bar.
- Click the small Scheduling tab on the lower bar to see teacher recommendations.
- Click Request Tab to select course requests.
- Click Request a Course under each subject area. For example, click "Request a Course" under English. The screen will list all English courses.
- The courses that have the APPLE  in the Status column are the teacher recommended courses. If you are in agreement with the recommendations, simply choose that course.
- To request a course, click the "Request a Course Button". For elective courses, you MUST indicate a priority in the Priority column.
- If you wish your child to take a lower level than the one the teacher recommended, simply request the new course.
- If you wish to request a course that is a level **above** what is recommended, request the course. Then complete the **Request for Course Override Form** and submit it to your student's school counselor immediately. This form can be found on the Verona High School Counseling Website, www.veronaschools.org/guidance.
- Continue to select courses from all Subject Areas. Be sure to review the Curriculum Bulletin to examine graduation requirements, course descriptions, prerequisites, and course sequencing before selecting courses.
- To select a Study Hall, select the Study Hall Subject Area, then select either Full-Year or Half-Year Study Hall.

- Choose five elective courses and prioritize them 1-5 using the priority box to the right of each course. If you are interested in enrolling in Choir, please request it as well, but do not place it in the prioritized list, since it's the only course offered during zero period.
- The *2015-2016 Curriculum Bulletin* can be found at www.veronaschools.org/guidance.
- Students who wish to have a **study hall** should only select 36 credits within the school day. (This does not include Choir, which occurs during zero period in the morning)
- Students wishing to have a full schedule should select 41 credits within the school day. (This does not include Choir, which occurs during zero period in the morning)
- **After March 20th**, the *Parent Portal* will remain accessible for you to review final requests only. If you wish to make any changes during this time, they must be submitted writing or e-mail to your child's school counselor. **The deadline for these course changes is April 3rd.**
- Preliminary schedules (no teacher names, room numbers, or periods) will be posted on the *Parent Portal* on **June 19th**.
- Final schedules with teacher names, room numbers, and periods will be posted on the *Parent Portal* **mid-August**. An *electronic* communication will announce when these are available.
- If you have any questions about this process, please do not hesitate to contact your child's counselor.

