# Steps to Register for Classes in Genesis Parent Portal-2014-15

## Course Registration will begin March 10th

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

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| **Class of 2018 (Grade 8)** | **Monday, March 10th -Monday, March 17th** |
| **Class of 2017 (Grade 9)** | **Monday, March 17th-Monday, March 24th** |
| **Class of 2016 (Grade10)** | **Monday, March 24th- Monday, March 31st** |
| **Class of 2015 (Grade 11)** | **Monday, March 31st- Monday, April 7th** |
| **Open Scheduling (All Grades)** | **Monday, April 7th- Monday, April 14th** |

***Courses requested during the registration period DOES NOT guarantee a seat.***

- Visit 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 the Request a Course link 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. ***Recommended courses must still be requested by student/parent.***
- To request a course, click the "Request this Course" button. For elective courses, you MUST indicate a priority in the Priority column.
- If you wish 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 Guidance Website, www.veronaschools.org/guidance.
- Continue to select courses from all Subject Areas. Be sure to review the 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 (Spring or Fall)

- 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 ***2014-2015 Curriculum Bulletin*** can be found under "Guidance News" on the School Counseling website.

- 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 14th.**

- Preliminary schedules (no teacher names, room numbers, or periods) will be posted on the ***Parent Portal*** *on* **June 20th**.

- Final schedules with teacher names, room numbers, and periods will be posted on the ***Parent Portal*** **mid-August**. A ***School Messenger*** call will announce when these are available.

- If you have any questions about this process, please do not hesitate to contact your child's counselor.