

COURSE REQUEST VERIFICATION – STUDENTS AND PARENTS

The purpose of this document is to assist students and parents with completing the course request verification form in PowerSchool Parent Portal.

Parents must have a PowerSchool Parent Portal account to complete the process. Parents who do not have a PowerSchool Parent Portal account can contact their student's school to have the Access ID and Access Password emailed to them.

STUDENTS

- □ Login to NCEdCloud.
- □ Select **PowerSchool Student LEA 410** Application icon.
- □ Select **Forms** from the Menu on the left-hand side of the screen.
- Under Ecollect Curriculum, select Course Request Verification
- □ Once the **Course Request Verification** screen appears, review the course requests shown.
- □ If you need assistance with course descriptions, click on the link to the registration books for your next year's school type. (Middle or High School)
- □ Once you have completed the review of the course requests, Under **Student Agreement** place a check in the "**I Consent to the Use of electronic signature**", if you agree. If you do not agree <u>Do Not</u> complete this form.
- □ If you agreed with the statement and placed a checkmark in the "I consent to the use of electronic signatures", Click Submit.

PARENTS

- □ Login to the PowerSchool Parent Portal.
- \Box Select your rising 6th 12th grader.
- □ Select **Forms** from the Menu screen on the left-hand side.
- Under Ecollect Curriculum, select Course Request Verification
- □ Once the **Course Request Verification** screen appears, **r**eview the course requests shown.
- □ If you need assistance with course descriptions, click on the link for the registration book that represents your student's next year's school type.
- □ Once you have completed the review of the course request, complete the **Parent/Guardian Approval** section at the bottom of the screen.
- $\hfill\square$ You can approve or disapprove the requested courses.
- Check the **I consent** box to consent to the use of electronic signatures. This is a required field.
- □ Click Submit.

If you choose the, *I* Do Not approve the courses requested and understand that my child's school counselor will contact me to discuss this matter box, please allow up to 3 days, to hear from your child's counselor.

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