

High School Online Enrollment Process
Welcome to the Lee's Summit West High School Class Registration System for 2019-2020

Online enrollment dates: February 7th through February 14th, 2019

Log into Powerschool/ParentConnect. Choose the Class Registration screen



icon at the left of the

1. Review the subject areas i.e. Communication Skills, Social Studies etc. as shown below and read comments. Required core classes have been recommended for you by your teachers which will be displayed for you when you click the edit button. You will need to select electives and other required, junior/senior year optional classes such as American Government, Modern Global Issues, Science elective, etc.

Communication Skills

9th, 10th, 11th, 12th grades: Your teacher has recommended a class for you to guide your selection.

Click the edit button to request a course  

Social Studies

9th and 10th grades: Your teacher has recommended a class for you to guide your selection

11th, 12th Be sure to get your American Gov't and MGI requirement your junior or Senior year. Some of you will do that by taking IB History!

Click the edit button to request a course  

Math

9th, 10th, 11th grades: Your teacher has recommended a class for you to guide your selection.

12th grade: Choose your math class keeping in mind the prerequisites.

Click the edit button to request a course  

Science

9th, 10th grades: Your teacher has recommended a class for you to guide your selection.

11th, 12th grades: Choose a Science credit as needed to meet graduation requirements or as an additional elective credit.

Click the edit button to request a course  

Electives- all subject areas

Be sure you have met the prerequisites for the electives you choose!

Alternate Courses

Remember to choose alternates wisely since these may be used in your schedule if you have a gap!

Click the edit button to request a course  

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2. Click on the pencil icon  at the right of the screen, to open up the course listing window
3. Locate the elective or other required course(s) you want to enroll in and click on the box to the left of it. **REMEMBER** you may **NOT** sign up for a course that you **do not meet** the prerequisites.
4. Students who completed the required applications/auditions and have received a recommendation for Intro to Newspaper, Intro to Yearbook, Intro to Broadcasting/Video Tech, Choir, Orchestra and Band can enroll in these courses. You **MUST** select enough electives to total **2** hours of classes for both semesters of your next school year!
6. Once you have put a green check mark next to the course(s) you wish to enroll in, click on the "okay" button in the right lower corner  Okay Cancel
7. Repeat steps 3 through 6 for each subject area including Alternate Courses. Some courses may not be listed as they are classes that require specific authorization.
8. Check to be sure you have requested **2.0 credits** total (6.0 or 6.5 if you requested a Learning Lab or a Clerical Aide-seniors only) at the bottom of the enrollment page unless you have selected Clerical aide or learning lab. Then your total would be 6.5 or 6.0.

.Requires at least ___ credit hours. 
Requesting ___ credit hours

9. **Once you have finished selecting all of your courses, including alternate courses, please hit the "Submit" button** in the lower right hand corner of your screen. Once you have done this you will be directed to a screen that lists all of the course requests you entered, recommended courses, and pre-enrolled courses. You can print this screen for your own copy if you wish. If you need to change a pre-enrolled course (after 2/14), go to the counseling center.