

Course Request Selection through Parent Portal

1. Log into the Parent Portal website at <https://sis.henrico.k12.va.us/public>

2. On the **Parent Sign In** page, enter your Username and Password. Click **Sign In**.

Parent Sign In

Username

Password

Having trouble signing in?

3. Click on the **Class Registration** icon in the Navigation section on the left. ***NOTE:** The **Class Registration** icon will not appear until the designated day set for the beginning of the course selection process.

Navigation



4. Check the top of the screen to make sure that the correct school name appears. For Rising 6th and 9th grade students, this should be the name of their new middle or high school. All other students should see their current school. If the Class Registration icon does not appear or the school name is incorrect, contact your student's School Counseling Department. Example:

Welcome to the Brookland Middle School Class Registration System for 2017-2018

5. The class registration screen will be displayed on this page. Listed on the left side of the screen will be course subject areas. Example: English, Math, Science, etc. On the right, you will see a pencil icon. Be sure to read any directions or notes listed with each subject area to ensure you are making selections correctly. To make a course selection, click on the pencil icon opposite the subject area. In some circumstances, a course (such as PE below) may have been pre-selected for your student.

English	Click the edit button to request a course ➡	
Math	Click the edit button to request a course ➡	✓
Science	Click the edit button to request a course ➡	✓
Social Studies	Click the edit button to request a course ➡	✓
Reading	Click the edit button to request a course ➡	✓
Elective Options	Click the edit button to request a course ➡	✓
Please choose one		
Alternate Elective Options	Click the edit button to request a course ➡	✓
Please choose a different elective		
Additional Support (EP Students Only)	Click the edit button to request a course ➡	✓
Health and PE Required	<div> HEALTH and PE 6 7110 - Credit </div>	✓

6. Clicking on a pencil icon opens a window showing possible course selections. Core courses (English, Math, Science, etc), as well as some electives, require a teacher recommendation in order to be selected. The name of the teacher that made the course recommendation for your student will be displayed on the right. Select the desired course by clicking in the box to the left. Courses that have no check box cannot be selected.

Available for selection because teacher recommendation has been made

English					
<input checked="" type="checkbox"/>	Course Name	Number	Credits	Prerequisite Note	Alerts
<input type="checkbox"/>	ENGLISH 6	1109	0		Recommended [Teacher Name]
<input type="checkbox"/>	ENGLISH 6 (ADV)	1109V	0		Recommended [Teacher Name]
	ENGLISH 6	1109R	0		! Prerequisites have not been met
	ENGLISH 6 (COLLAB)	1109I	0		! Prerequisites have not been met
	ENGLISH 6 (SELF CONT)	1109E	0		! Prerequisites have not been met
	FUNC ENGLISH FOR MS	7801	0		! Prerequisites have not been met

<< first < prev 1 next > last >>

✓ You may select up to 1 course. You have selected 0 courses.

Cancel Okay

7. Be sure to click **Okay** at the bottom right when your selection has been made. You may have to scroll down in order to see the **Okay** button. **NOTE:** Some screens, such as electives, may require you to scroll to "next" to see all course selection options available to you. Some screens may also require you to choose more than one subject if two elective choices are available or you are picking two semester courses.

8. When you have completed all course selections, your page will show a "box" on each subject line for which you have selected a class. In some cases, you may be required to make multiple selections in a subject area. This will cause multiple "boxes" to appear on the screen and could cause confusion about which "pencil" icon to click. Place your cursor over a pencil icon, and a window will appear showing the subject area to which that "pencil" is attached.

The screenshot shows a course selection interface with the following sections:

- English:** 1100 Grade 9
- Math:** MS MATH COURSE 1
- Science:** 4105 EARTH and ENV SCI
- Social Studies:** 2304V SOCIAL STUDIES 6 ACC
- Reading:** TEENS READING GRG
- Elective Options:** ART 6
- Alternate Elective Options:** 0099 Exploratory
- Additional Support for Students Only:** Click the edit button to request a course
- Health and PE:** HEALTH and PE 6

Each section has a checkbox and a pencil icon. A tooltip "Click to edit Grade 9 English" is shown next to the pencil icon for the English section.

9. After clicking Submit, you will get a message that says **"Changes Recorded"**. To view a list of your requests, click on the Class Registration icon on the left. This will open your course screen again. At the top of the course screen click on the link that says **"View course requests"**. A list of requests will appear. You may print this page by clicking on the print icon located on the far right end of the Navigation bar.

2015-2016 Course Requests: Student's Name:

Crs Num	Course	Type	Cr Hrs	Prerequisite Notes
1 1100	TEENS READING GRG	Required	1.00	
2 1100	ENGLISH 1E	Required	1.00	
3 2304V	SOCIAL STUDIES 6 ACC	Required	1.00	
4 3110	MS MATH COURSE 1	Required	1.00	
5 4105	EARTH and ENV SCI	Required	1.00	
6 7110	HEALTH and PE 6	Required	1.00	
7 9104	ART 6	Elective	1.00	
Total Credit Hours Requested			7.00	
1 0099	Exploratory	Alternate	1.00	
Total Alternate Hours Requested			1.00	

