Step-by-step instructions to help for entering requests via ClassChoice

Step 1: Log on to PowerSchool with your student or parent account.

Open a web browser and go to https://pschool.howellschools.com/public/

Step 2: Select ClassChoice from the left hand menu in PowerSchool.

Step 3: Enter your Requests.

You should be at the **Requesting Screen** in ClassChoice. There are several steps to entering your requests for next year. At our school it is divided into 3 steps.

Core - REQUIRED class in your grade level

Electives - Personal selections for non-core classes

Alternates - Extra electives (in case there are conflicts or classes are full)

When making your selections please keep in mind that later you will be able to make your own schedule and move classes around. However, you will only be able to select courses that you initially request, so it is important to be accurate and always choose the maximum alternates allowed so that you have more choices later to fill your schedule.

You must select all the Core Required classes first, before you will be able to see electives. Likewise, electives must be all selected to the exact credits required before you can see alternates.

Request Screen in ClassChoice
The red/green bar will help make sure you have the **7 credits** needed for a complete schedule.

Note the graduation requirements to the right, these will help you make the appropriate selections to fulfill those requirements.