



February 12, 2021

ALA Parents and Students,

ALA **Intent to Re-Enroll** and **Class Requests** for returning students in the 2021-2022 school year will open February 12th. These forms need to be completed to ensure your student's **priority** status at ALA for the upcoming school year.

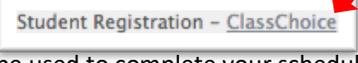
Both the **Intent to Re-Enroll** and **Class Requests** for all of your Secondary 7-12th grade students needs to be completed by March 3rd. Elementary 1-6th only needs to complete the **Intent to Re-Enroll**.

Please complete these forms as soon as possible to ensure you get the classes you would like for the upcoming school year.

To begin this process, you must be able to access your PowerSchool Parent Account. If you need your password reset, fill out the request form at <https://americanleadershipacademy.org/powerschool-information-for-parents/>.

Then follow the instructions below.

We will again be using *SchoolForms* and *ClassChoice* this year for our registration process. Please follow these steps in order to complete the enrollment process.

- 1) In a browser, navigate to your PowerSchool Parent Account (<https://americanleadership.powerschool.com>). If you need your password reset, fill out the request form at <https://americanleadershipacademy.org/powerschool-information-for-parents/>.
- 2) Click on the pencil  Online Registration link in the left menu bar.
- 3) Complete your **Intent to Re-Enroll** by clicking on the  link under Available Forms.
- 4) Once you have completed Step 3 you will be able to click on the **ClassChoice**  link under Completed Forms to do your **Class Requests**. These requests will be used to complete your schedule for 2021-22. Class assignments will be made based on availability, student requirements, and scheduling, but is not a guarantee of placement.
- 5) Repeat this process for any additional students. You have not completed your registration until BOTH your **Intent to Re-Enroll** and **Class Requests** are finished.

ASSISTANCE:

If at any time in the process, you need assistance, the following resources are available:

- **Open Labs:** There will be computers and staff available for hands on help Feb 22-26th in the JH.
- **Hot line:** Questions can be answered by phone at 801-794-2226 Ext 216.
- **Email:** Questions can also be answered by emailing jfulton@americanleadership.net.
- **Counselors:** Schedule an appointment with your counselor at <http://www.alacounseling.org/schedule-an-appointment.html>.
- **College and Career Pathways Coordinator:** Email Jill Sandberg at jsandberg@americanleaderhip.net with questions regarding class selection.

The following documents are also available online <https://americanleadershipacademy.org/course-catalog/> to assist you in your Class Choices.

HIGH SCHOOL (9-12th)

- ALA 9-12th Grad Requirement Planning Worksheet
- ALA High School 9-12th Grade Course Catalog 2021-2022

JUNIOR HIGH SCHOOL (7-8th)

- ALA JH 7-12th Requirement Planning Worksheet
- ALA JH High School 7-8th Grade Course Catalog 2021-2022

Thank-you,

ALA Administration



HOW TO ENTER CLASS REQUESTS

ClassChoice 2021-2022

Follow the steps below and add course requests where appropriate.

In the **REQUESTS** box:

Step: 1 Special: *ONLY 9-12th GRADE* - Click **Add Special** to add Released Time Seminary if desired. Skip if not taking Seminary.

Step: 2 Core: Click **Add Core** to complete required classes for your grade level. The first course in each section (underlined) is the recommended course for your grade level. A full list of classes is available in the Course Catalog on the ALA website. Course descriptions are also available by hovering over the [info] link.
Click **Save Requests** to save and return to home screen.

Step: 3 Electives: Choose the pull-down for **Electives** and make selections from groups of classes. Electives are divided by Full Year and Half Year classes as well as by department. A full list of classes is available in the Course Catalog on the ALA website. Course descriptions are also available by hovering over the [info] link.
Click **Save Requests** to save and return to home screen.
Continue to choose electives until you have 10 credits and the green bar is full.

Step: 4 Alternates: To finish, add several **Alternate** classes using the same process as you did to add Electives. Alternates help us in case a class you requested is not available. If you do not pick Alternates they will be picked for you.
Click **Save Requests** to save and return to home screen.

COURSES ARE SUBMITTED AS SELECTED. THERE IS **NO** SUBMIT BUTTON ON THIS PAGE.

Students looking for classes not listed, please make an appointment with your counselor: <http://www.alacounseling.org/schedule-an-appointment.html>

FAQ's

Q: What if my student has an IEP?

A: Students with IEPs should fill out the requests to the best of their ability, choosing the grade recommended classes if necessary, and then their Teacher of Record will make the adjustments necessary.

Q: What if the class I need isn't listed?

A: Make an appointment to see your counselor. If you are taking a class that is above your grade level or needs a pre-req, the counselor can adjust your requests.

Q: What if I am trying out for a group, team or student government, and I don't know if I have made it?

A: Select the class as an Elective and make sure you also enter Alternates you will take that we can use in it's place.

Q: What if I don't know what classes I need?

A: Download the Graduation Requirement Worksheets from the website to use as a guide. If further help is needed, email our College and Career Pathway Coordinator, jsandberg@americanleadership.net, or make an appointment with the counselor.

Q: The counselor doesn't have any open appointments until after the Class Requests are due. Should I still do my Class Requests?

A: Yes. Enter requests to the best of your ability, filling in all credits required. You can also email our College and Career Pathway Coordinator, jsandberg@americanleadership.net with questions, or make an appointment with the counselor for when they are available. Counselors will still be able to adjust your requests during the appointment.

Q: What if I am interested in taking MTECH/EDN/Work Release/Parent Release courses?

A: Add them to your requests, and then schedule an appointment with your counselor. Each of these classes has requirements that must be met before they can be added to your final schedule.

Q: What if I have credit recovery?

A: Choose the HS or JH Credit Recovery course for every credit you are needing. Then schedule an appointment with your counselor.

Q: What if I change my mind before next year?

A: These are requests and help us build not only your schedule, but the teacher schedules as well. You will receive your schedule and be given the opportunity to make changes as needed.