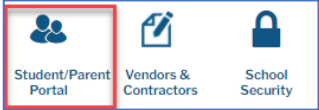


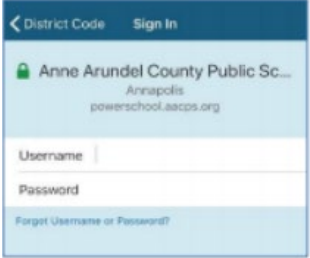
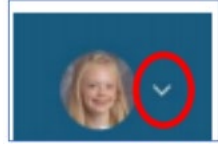
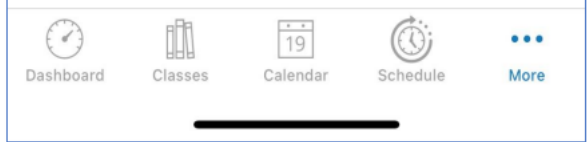
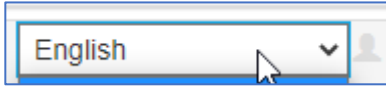


## Course Request Verification Parent Portal

Course requests for the upcoming school year have been entered by students using the Student Portal. Utilizing the web-based Parent Portal application or mobile app, Parent(s)/Guardian(s) will have the opportunity to review and approve, or request changes to be made, to the course requests during the designated 2-week timeframe.

Sign into Parent Portal- Web-based	Sign into Parent Portal- Mobile App
<p>1. Open a web browser on your computer and go to <a href="http://www.aacps.org">www.aacps.org</a>.</p>	<p>1. Install the app on your device. Upon first opening the app, you will be asked to enter the district code.</p>
<p>2. Click the <b>Student/Parent Portal</b> quick link icon at the top of the page.</p> 	<p>2. Enter <b>LTDJ</b> in the boxes that appear on the screen as shown and click <b>Continue</b>.</p> 
<p>3. Click the <b>PowerSchool Student and Parent Sign-In</b> icon on the right. You will be directed to the Sign In page.</p> 	<p>3. At the <b>Sign In</b> screen, enter the <b>Username</b> and <b>Password</b> you created when you established your Parent Portal account. Click <b>Go</b>.</p>  <p>The <b>Dashboard</b> is the default page of the app.</p>
<p>4. Enter the Parent Portal <b>Username</b> and <b>Password</b> you created.</p> <ol style="list-style-type: none"> <li>a. For assistance with logging in:             <ol style="list-style-type: none"> <li>i. Click on the Forgot Username or Password link found on the sign in page.</li> <li style="text-align: center;"><b>OR</b></li> <li>ii. Contact your student’s school for further assistance with logging in.</li> </ol> </li> </ol>	



Complete the Form- Web-based	Complete the Form- Mobile App
<p>1. Click the <b>student name</b> across the top that you are completing the form for.</p>	<p>1. <b>Select your student</b> by <b>clicking on the down arrow</b> to the right of the picture in the upper right-hand corner of the screen.</p> 
<p>2. Click <b>Forms</b> on the left menu bar.</p>	<p>2. Click <b>More</b> located in the lower right-hand corner and click <b>Forms</b>.</p> 
<p>3. Click <b>AACPS-Course Request Verification</b> to open the form. (<b>Note:</b> To change the text to Spanish, use the dropdown in the upper right corner.)</p> 	
<p>4. <b>Read and complete the form</b> as directed on screen. Any field marked with an asterisk (*) must be completed.</p> <p>a. If you check <b>“I approve...”</b></p> <ol style="list-style-type: none"> <li>i. Check <b>Yes</b> for I agree to the use of electronic signatures.</li> <li>ii. Enter <b>your name</b> in the <b>Signature box</b> and the <b>date</b> you completed the form.</li> </ol> <div data-bbox="349 1222 1386 1631" data-label="Form"> </div> <p>b. If you check <b>“I do not approve...”</b></p> <ol style="list-style-type: none"> <li>i. You can enter up to 4 changes. <b>Note:</b> If you have more than 4 changes that need to be made, please reach out to your student’s Counselor. Also, as stated on the form, a request to change a course DOES NOT automatically result in a schedule change.</li> <li>ii. <b>Enter the name of the course that you would like to Drop.</b></li> <li>iii. <b>Enter the name of the course that you would like to Add in place of the drop.</b> <ol style="list-style-type: none"> <li>1. For each Drop, please enter a course that you would like to Add.</li> </ol> </li> <li>iv. Check <b>Yes</b> for I agree to the use of electronic signatures.</li> </ol>	



v. Enter **your name** in the **Signature box** and the **date** you completed the form.


**Agreement Confirmation**  
By submitting this form, you are agreeing that the course requests listed above are accurate.

**Course Request Verification**  
 I approve the courses listed above  
 I DO NOT approve of the courses listed above

**A request to change a course DOES NOT automatically result in a schedule change. Only changes in accordance with the school's policy will be processed.**

<b>Drop Course 1 *</b>	<b>Add Course 1 *</b>
<input type="text" value="Found of Studio Art"/>	<input type="text" value="Band 1"/>
<b>Drop Course 2</b>	<b>Add Course 2</b>
<input type="text" value="Fnds Team Sports"/>	<input type="text" value="Weight Training 1"/>
<b>Drop Course 3</b>	<b>Add Course 3</b>
<input type="text"/>	<input type="text"/>
<b>Drop Course 4</b>	<b>Add Course 4</b>
<input type="text"/>	<input type="text"/>

**I agree to the use of electronic signatures**  
 Yes

**Signature \***  **Date \***  

5. Click **Submit**.

Your submission will be reviewed by school staff.

**Things to Note:**

Changes requested will be processed by your student’s counselor at the school. Please be patient as they review and process changes.

If requested change(s) has/have been made, you will see the Admin Use Only section filled out on the form. If the change cannot be made or only part of the changes can be made, the Counselor will record in the Counselor Notes section details why. This could be due to low course enrollment numbers or the course is not being offered at your student’s school.

You can submit the form as many times as you would like during the 2-week window that the form is open. The last submission, once the window has closed, will become the final choice.