LEVITTOWN
PUBLIC SCHOOLS

Success for every student!

Levittown Public Schools Tutorial
On-Line Course Requests for Incoming Grade 9

12/1/2024

1. Select "PowerSchool Student Portal" link under STUDENTS from the district website.

2. Enter the same log-in credentials to log into your Chromebook

3. Click on the **Course Request Entry** icon at the left side of the portal page.

Navigation

- Grades and Attendance
- Forms
- My Schedule
- Course Request Entry
- Report Card History
- ListServ
- MySchoolBucks
- Access Log
- Student Portfolio

4. 8th grade students are required to select an art or music course. You may select an additional elective if it can fit into your schedule. Lunch and PE will be automatically requested upon submitting. **It is HIGHLY RECOMMENDED that 8th grade students select Health Education to complete the health graduation requirement.**

Choose courses for each subject area by clicking the pencil icon on the right. Courses chosen or pre-selected (such as lunch) will then display on the page. A red exclamation on the right side of the subject area indicates a required course has not yet been selected. A green check indicates a course has been selected or is not required.

5.   A pop-up will display when clicking the pencil icon. Courses available within the subject area will be displayed with their course number, description, credits and prerequisites. **Any course number with an "A" at the end, signifies it is an Alternate Day course.**   This may help you determine if you can fit this type of course into your schedule.

Check the box to the left of the course you would like to register for. **Use the page buttons at the bottom of the course selection window to advance to courses on the next page.** Click the Okay button when finished choosing the desired course(s).

6.   Confirm the correct course names appears on the request screen for each subject area.

7.   **Click Submit** on bottom right of screen.