

Course Requests  
Process for the  
**2025/2026**  
School Year Part III





# *Grade 12 Graduation Checks*

*Any student intending on Graduating this year must complete a Grad Application by scanning the QR code.*



***Due Before  
March 13<sup>th</sup>***

*(Two Days Time)*



# NEW GRADE 10 PARENT & STUDENT INFO NIGHT

LCI would like to encourage all Parents and Students who will be new to Grade 10 next year, to come out and hear about a variety of topics specifically pertinent to them. Grade 10 comes with a new set of challenges and opportunities and LCI would like to be proactive in informing parents of what those challenges and opportunities look like.

## Some of the topics to be discussed are:

- Course Streaming (Dash 1 vs 2 vs 3)
- Graduation Requirements
- Planning Your Pathway
- Earning Credits
- Spares & Timetabling
- Academic Expectations
- Academic Consequences
- 20 Level Classes in Grade 10
- Work Experience Opportunities
- Summer School & PE/CALM

**Tuesday March 11<sup>th</sup>**

**7:30 pm**

**Large Gym of LCI**

## Grade 9 Orientation

*Mr. McKenzie met with all grade 9 classes and went over some important points about high school and your path to graduation. We hope to see you at the Parent Info Night as well*

*Students and Parents are both encouraged to come to the Parent meeting held the following evening at 7:30 in the gym*



# Timeline for 2025/2026 Course Requests

Students have until

**Tuesday, March 25<sup>th</sup>**

to make their course requests  
in PowerSchool



## Important 2025/2026 Registration Dates:

!!!! IMPORTANT DISTINCTION IN THE REGISTRATION PROCESS !!!!

**Online Parent Registration Link** – This refers to the online forms that parents must complete through School Engage within PowerSchool. Alberta Education requires a new updated registration form for every student in the province each year. This requirement can be fulfilled by logging into your parent PowerSchool accounts between the designated dates and updating the form for **each** of your children. Detailed Instructions will be emailed to parents the day before registration opens in PowerSchool (March 10<sup>th</sup>)

**Student PowerSchool Course Requests** – This refers to the process where students log into their **STUDENT POWERSCHOOL ACCOUNTS** and then select the classes they hope to take next year. Students should make sure they can log into their PowerSchool accounts **BEFORE** March 11<sup>th</sup> so they are ready to make selections when the time comes.

## Registration & Course Request Dates for Current 9 to 12 LCI Students

### Online Parent Registration Dates

- Parent Registration opens in PowerSchool for all current LCI parents - Tuesday, March 11<sup>th</sup>
- Parent Registration must be completed in PowerSchool and is due by - Tuesday, March 25<sup>th</sup>
- Mr. McKenzie presents to current grade 9 students (Grade 10 Orientation) - Monday, March 10<sup>th</sup>
- Next Year Grade 10's Parent Orientation Night - Tuesday, March 11<sup>th</sup> at 7:30 to 8:30 pm

### Student PowerSchool Course Requests Date

- Advisor Class PowerSchool Course Requests Process Refresher - Tuesday, March 11<sup>th</sup>
- PowerSchool Course Requests Opens to Students - Tuesday, March 11<sup>th</sup>
- PowerSchool Course Requests Closes to Students - Tuesday, March 25<sup>th</sup>

### Timetable Release & Timetable Change Requests

- Next year's timetables released to LCI students in Advisor class - Tuesday, May 27<sup>th</sup>
- Timetable change requests open (TEAMS message Next Year's grade level admin) - Tuesday, May 27<sup>th</sup>
- Timetable change requests submission deadline - Tuesday, June 10<sup>th</sup>



- Announcements
- Exam Schedules
- Academic Success
- Graduation Information
- Advisor Course Selection
- Grade 9 Option Courses
- Counselling
- Off-Campus Education Opportunities
- Learning Commons
- Supply Lists
- Scholarships, Post Secondary & Career Info
- Personal Device Guidelines



Quick Links



GREEN

**Parent Teacher Interviews**

Evenings of Thursday March 13<sup>th</sup> & the Morning of Friday, March 14<sup>th</sup>

Please book early as time slots will fill up quickly for visiting teachers. Booking is open from 8:00 am, Monday March 3<sup>rd</sup> to Noon, Wednesday March 12<sup>th</sup>.

### Parent Teacher Interview Booking

POSTED ON MARCH 4 2025

Online booking for Parent/Teacher Interviews opens at 8:00 am on Monday, March 3rd, the booking system will close at Noon on Wednesday, March 12th. You can get to the online booking system by clicking...

**Alternate Bell Schedule for Course Request Instructions in Advisor**

Class Block	Start/End Times	Total Minutes
Block 1	7:00 - 9:00	120 min
Block 2	9:05 - 10:10	65 min
Extended Advisor	10:15 - 10:45	30 min
Block 3	10:50 - 12:55	125 min
Lunch Break	11:00 - 12:00	60 min
Block 4	12:00 - 1:05	65 min
Block 5	1:00 - 2:45	95 min

Course Requests in PowerSchool Due by March 25<sup>th</sup>

### Alternative Bell Schedule for Tuesday, March 11

POSTED ON MARCH 10 2025

**New Grade 10's Parent &**

PowerSchool

Students and Parents Sign In. (Marks)

School Cash Online

Pay fees Online

Green to Gold Character Nominations

LCI Athletics Schedule

LCI Fine Arts Schedule

# Use the LCI Website to Help

All of this information, as well as the instructional video on Course Requests can be found on the LCI website by opening the drop down menu titled "Students" and clicking "Advisor Course Selection"





# Key Points to Remember

## Current Grade 9's going into Grade 10

- You must select at least 40 credits but no more than 50
- You must select a Phys Ed/CALM class (even if you plan on summer school)
- You must select an English, Social, Math & Science class
- You will NOT be allowed to choose any 20 level classes
- You will NOT be allowed to select Scimatics

If you want to request a 20 level course in your grade 10 year you must fill out a “20 Level Request Form” and submit it to the office before March 25<sup>th</sup>

If you are interested in taking Scimatics, you must fill out an application form and return it to Mrs. Scott before March 25<sup>th</sup>

**Scimatics Student Application Form**

Scimatics is a highly demanding, year-long academic course offered only by the Science department at LCI. Students who can live up to the academic rigor presented by this course, when finished, will receive high school credit for Science 10, Math 10C, and Chem 20. If you are interested in applying to take the Scimatics course, please fill in the form below and return it to Mrs. Jen Scott in room C311. We are asking for all applications to be in no later than **Friday, May 12<sup>th</sup>**.

Scimatics Application form

Student Name: \_\_\_\_\_

Student's Current Grade: \_\_\_\_\_

Recommending Math 9 Teacher Signature: _____	Recommending Science 9 Teacher Signature: _____
Math 9 Final Grade (N): _____	Science 9 Final Grade (N): _____

I understand that this course places a higher academic demand than most courses and if my marks, work ethic, and/or attendance drops below an acceptable standard, that I can be withdrawn from the course by the school. (please check off)

I understand that discussions with my grade 9 math and/or science teachers regarding the above criteria may also be a determining factor. (please check off)

Please write out a brief statement of why you feel you would be a good fit for this course. Please comment on your work ethic, study habits, and approach to learning. You can reference experience, hobbies, aptitudes, or future plans:

**LCI - Grade 10 Student 20 Level Request Form**

Student Name (First & Last): \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE LCI OFFICE BEFORE TUESDAY, MARCH 25<sup>th</sup>

This form is for students who would like to request a 20-level course in their Grade 10 year. LCI works hard to create timetables that will best serve the needs of each student. Although we may not be able to accommodate every request, the grade 10 administrator is committed to making an honest effort when requests are made. Please know that due to increases in the school population, we must limit the number of courses that students accelerate at each grade level. This is to ensure that all grade 11's have ample opportunity to get into the courses they need in their grade level, as well as to ensure that other grade 10 students have the opportunity to accelerate their program as well.

Please indicate what your top two choices of classes would be to accelerate if there is space in the classes to accommodate your request:

What is your top choice for a 20 level course you would take in Grade 10?	_____	Your current grade in Science 9? _____ %
What is your 2 <sup>nd</sup> choice for a 20 level course you would take in Grade 10?	_____	Your current grade in Math 9? _____ %
		Your current grade in English 9? _____ %
		Your current grade in Social 9? _____ %

Are you a French Immersion Student? Yes  No

Are you a Band and/or Choir Student? Yes  No

Are you a Dance Academy Student? Yes  No

Please check off which of the Maths & Sciences you plan on taking to the 30 level:

Biology 30	<input type="checkbox"/>
Chemistry 30	<input type="checkbox"/>
Physics 30	<input type="checkbox"/>
Math 30-1/2	<input type="checkbox"/>
Math 31	<input type="checkbox"/>

**!!! IMPORTANT NOTES !!!**  
We cannot guarantee that just because you have requested the above 20 level courses, that we will be able to place you into them. We must reserve a certain amount of space for grade level students in those courses.



# *Key Points to Remember*

## *Current Grade 10's going into Grade 11*

- You must select at least 30 credits but no more than 50*
- You will not be forced to select any particular number of core subjects, so it is important for you to know which classes you need, and which ones have already completed*
- You will NOT be allowed to choose any 30 level classes*

*If you want to request a 30 level course in your grade 11 year you must scan the QR code and fill out the MS Form to make your 30 level requests*





# *Key Points to Remember*

## *Current Grade 11's going into Grade 12*

- You must select at least 20 credits*
- You will not be forced to select any particular number of core subjects, so it is important for you to know which classes you need, and which ones have already completed*
- You are not restricted in any other way in the courses you can select*



# Where to go for Course Requests?

Students must log into PowerSchool which can be done from the LCI website

Course Requests must be made on a PC (the app does not have course request capability)

You can log into PowerSchool by using the menu on the left hand side of the screen titled "PowerSchool"

This is where you need to know your login ID and Password

The screenshot shows the Lethbridge Collegiate Institute website. The header includes the LCI logo and navigation links: About, Students, Parents, Calendar, Programs, Contact, Bookings. A search icon is in the top right. The main banner features the LCI logo and the text 'GREEN TO GOLD'. On the right side, there is a 'Quick Links' sidebar with icons for social media and a list of links: PowerSchool, Students and Parents Sign In. (Marks), School Cash Online, Pay fees Online, Green to Gold Character Nominations, LCI Athletics Schedule, and LCI Fine Arts Schedule. A red arrow points to the 'PowerSchool' link, which is highlighted with a red dashed border.

**PowerSchool**  
Students and Parents Sign In. (Marks)

**School Cash Online**  
Pay fees Online

**Green to Gold Character Nominations**

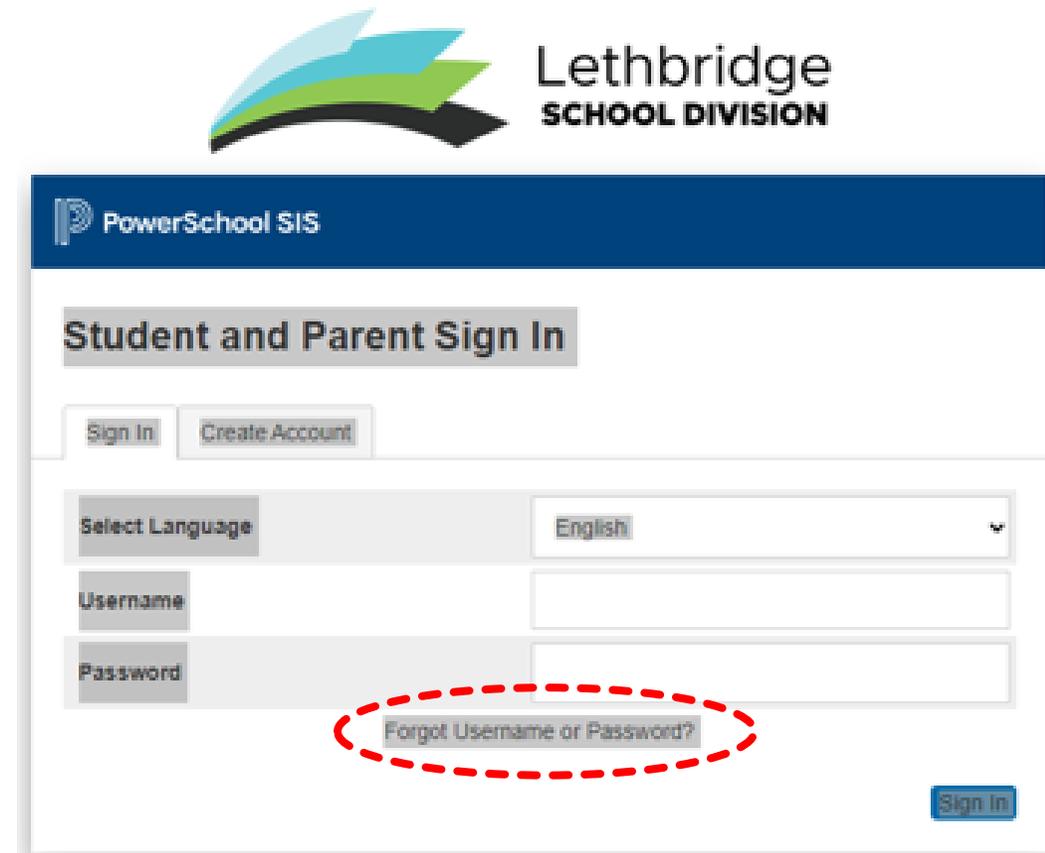
**LCI Athletics Schedule**

**LCI Fine Arts Schedule**

## How to reset your PowerSchool Password:

- Go to the LCI website (do this on the website not in your app!)
- Click on the PowerSchool button
- Click on the forgot username or password button as shown here.
- Then enter your PowerSchool Username and your school email address (you can get your username from the office, your advisor, or find it within your PowerSchool app account)

Check your SCHOOL email for the password reset email (it may be in your junk or other folder). Follow prompts to reset your password. Write down your username and password or you will need to continue doing this process every time you forget your log in.



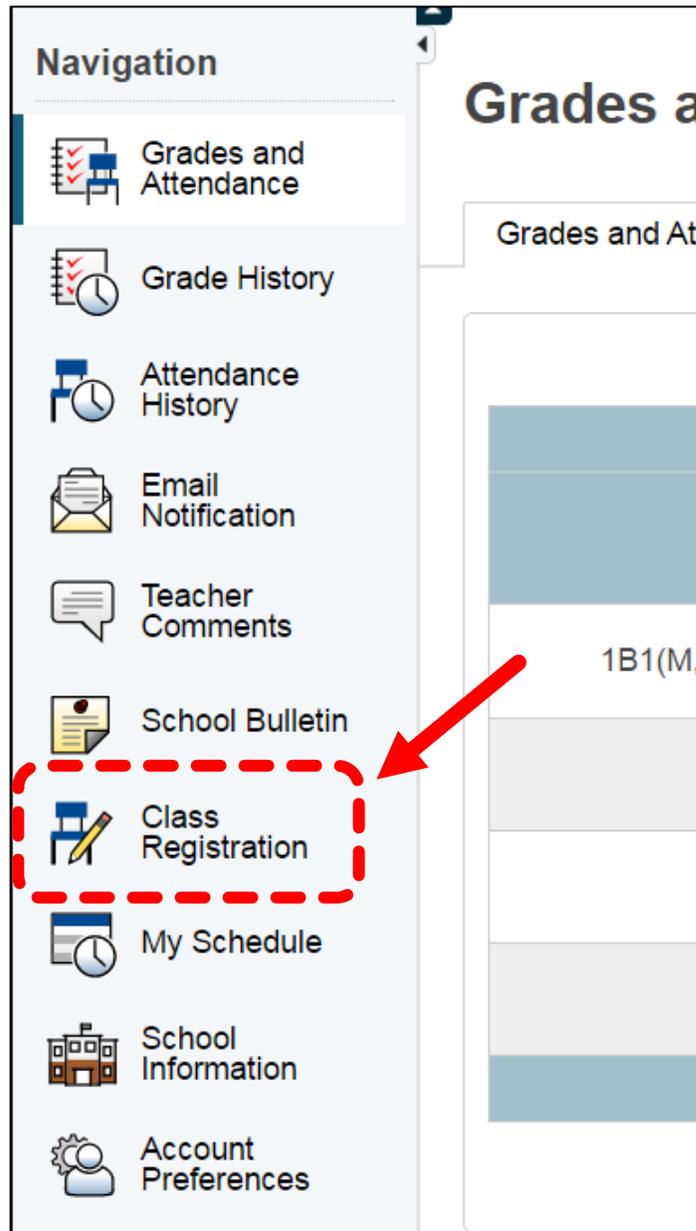
The screenshot displays the PowerSchool SIS login interface. At the top, the Lethbridge School Division logo is visible. The main heading is 'Student and Parent Sign In'. Below this, there are two buttons: 'Sign In' and 'Create Account'. A 'Select Language' dropdown menu is set to 'English'. There are input fields for 'Username' and 'Password'. A red dashed circle highlights the 'Forgot Username or Password?' link located below the password field. A 'Sign In' button is positioned at the bottom right of the form.



# *Class Registration in PowerSchool*

*Once you are logged in, you will want to find the menu down the right hand side of the screen. We will be working out of link titled “Class Registration”*

*Once you click on that, you will be taken to the page where you will make your course requests*





# Instructional Video

PowerSchool SIS

Welcome, Can Dice | Help | Sign Out

Grades and Attendance: Dice, Can

Grades and Attendance

Email Can's teachers

Exp	Course	Q1	Q2	S1	Q3	Q4	S2	Y1
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Show dropped classes also

**Legend**  
Attendance Codes: Blank=Present | A=Absent | EA=Excused Absence | I=Illness | S=School | LE=Excused Leave Early | LU=Unexcused Leave Early | LA=Late | EL=Excused Late | ISS=In-School Suspension | OSS =Suspension |

District Code: DFDD

Download on the App Store

GET IT ON Google play

0:01 / 6:33 • Intro



*Click on Hyperlink*

# *Very Important Final Step*



*Do not forget to click the submit button*

**Submit**

*Without clicking the submit button, all of your course selections will be lost in PowerSchool*



PowerSchool

# ***What if I don't make my course requests on time***

*Students have until*

***Tuesday, March 25<sup>th</sup>***

*to make their course  
requests in PowerSchool*

*If students do not make their course requests on time (this include filling out 20 or 30 level request forms) then two problems occur:*

*1<sup>st</sup> - The school will not have accurate numbers from which to build the master schedule and have enough class spaces available to the students that need them*

*2<sup>nd</sup> - You will not have a timetable and will be left with what ever classes are left over after all timetable changes have been made for other students*

