



Student Scheduling Instructions

Class of 2025, 2026 and 2027

Directions: Complete the scheduling checklist. After completing the following checklist, students may meet individually with their counselors via Sign-Up Genius located on the counseling website (athenscounseling.weebly.com).

Checklist

Course Selection:

- Seek guidance from teachers, counselors and parents for appropriate course placement.
- Refer to the Athens Counseling Website or the TSD district website for the TSD Course Description Book and elective brochures.
- Thoughtfully consider balance and emotional wellness when creating your overall schedule.
- Please be sure to choose your courses wisely, **due to the minimum availability** to change courses after the school year has begun. This includes dropping from AP/Honors courses.
- Select 6 total credits and carefully select a minimum of 3 alternates for your elective courses. *Requests cannot be submitted without alternates selected.*
- Obtain parent/guardian approval.
- The Section 21f Online Course Request Form deadlines are May 1, 2024 for Semester 1 and November 1, 2024 for Semester 2. Please remember Section 21f online courses may only be taken 1st hour or 6th hour.

PowerSchool:

- IMPORTANT:** You and your parent/guardian will enter course requests online using the PowerSchool Parent Portal. After logging in to PowerSchool, please click “class registration” and select the exact same courses and alternates you have indicated on your scheduling planning guide. An email was sent in August by TSD to all families giving your specific PowerSchool I.D. If are having difficulties using PowerSchool, please email pssupport@troym.k12.mi.us for help.
- Enter course requests in the portal within the scheduling window: February 28, 2024, 3pm through March 8, 2024, 3pm.

IMPORTANT THINGS TO REMEMBER:

- Graduation requirements, course prerequisites and course descriptions are available in the TSD Course Description Book found on the school and counseling websites or by scanning the QR code below.
- Further instructions for entering course requests in PowerSchool are on the back. Please do not worry if there are technical difficulties. If you are experiencing technical difficulties, please sign up for a time to speak with your counselor. Counselors will assist students during individual meetings to verify online selections are correct.
- Individual counselor meetings are available via Sign-Up Genius on the Counseling website (www.athenscounseling.weebly.com). During counseling meetings, you can discuss course requests, graduation requirements, future college/career plans and more.
- Choose the course load that is best for *you* and follow your own path.