

To apply, you will need to first access the [PowerSchool Parent Portal](#) and enter your credentials. If you do not currently have an account, you can easily set one up from the same page by selecting the "Create Account" tab. For more information regarding the PowerSchool Parent Portal, please [CLICK HERE](#).

- Once logged into the parent portal, select the menu "Access Online Forms" located on the left. This will take you directly to Rycor Online Forms. No additional credentials required.
- Once in Rycor, select the student's name (at the top) that is eligible to apply and from the Evening School of Excellence tab select to open the form "Evening School of Excellence Application, Spring 2019".
- Complete the application, sign and submit.
- An email confirmation regarding the completed application will be sent. If you do not receive one, please check your junk or clutter box.
- After you apply online, please see your school counselor to pay for the course(s) and to complete the counselor form that is required prior to classes beginning.
- The last day to apply and pay tuition is **02:00PM on January 25<sup>th</sup> 2019. *A student will NOT be officially registered for a course until the following is completed: online application, counselor form (to be completed by school counselor after submitting online application) and the registration fee is paid.***