

Courses Recommended but Not Requested

The very bottom of the Scheduling screen may contain a list of courses that teachers recommended for your student but which they decided not to request and not to take. Scroll down to see this list.

2013-14 Course Recommendations for Caitlin which have not been Requested

These courses have been recommended but not yet requested.

COURSE	DESCRIPTION	CREDITS	RECOMMENDED BY
12370	*SPANISH 5 HON	5.000	Recommended By: Dilts, Rich Current Course: 12364 - SPANISH 4
13797	*CALCULUS AP	7.000	Recommended By: Dilts, Rich Current Course: 13797 - *CALCULUS AP
15315	SOCIOLOGY	5.000	Recommended By: Dilts, Rich Current Course: 35210 - US HISTORY 2

This list will appear if a teacher recommends a course for your student and your student decides not to take the course. The course is then “not requested” so that it will not be scheduled for your student.

Making Next Year Course Requests

If your school allows, you may make course requests from the “Requests” screen:

Scheduling

SELECT STUDENT: Danvers, Alex

SCHEDULING **REQUESTS**

Friday, 11/10/2017 9:55 AM

THIS YEAR NEXT YEAR

School: Genesis High School Genesis High School

Grade: 09 09

Acknowledge that you are finished selecting courses. After you 'submit' you are done! You are unable to make changes to requests.

Submit

Choose courses to request below:

Recommended by teacher Requested by parent Remove my request

COURSE	REQUESTED BY	COURSE CREDITS	EARNED TO DATE	TOTAL NEEDED FOR GRADUATION	PRIORITY	ADDITIONAL INFORMATION
English Subject Area						
			0	20		Request a course
Math Subject Area						
			0	15		Request a course

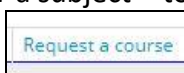
The Requests screen lets you choose courses to request for the next school year.

Making Course Requests

If you are allowed to request courses, the Requests screen will be available and the subjects will be listed there. If a subject is not listed, you **cannot make requests for it**.

To view the available courses for a subject – to see the course catalog – click on the “Request a

Course” button for that subject:



This is a test of the Parent Access message for English

Course catalog for English:

Status Icons: Recommended by a teacher Already requested

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
10175	*ENGLISH 1 HON	5	Honors			<input type="text"/>		Request This Course
10275	*ENGLISH 2 HON	5	Honors					Does not meet course pre requisites
10375	*ENGLISH 3 HON	5	Honors					Does not meet course pre requisites
10495	*ENGLISH 4 AP	5						Does not meet course pre requisites
6LA	6th Grade Language arts	0		09 10 11 12		<input type="text"/>		Request This Course
10510	ADV COMPOSITION	2.5				<input type="text"/>		Request This Course
10549	BRITISH LITERATURE	2.5				<input type="text"/>		Request This Course
10509	COMPOSITION	2.5						Already Requested
10569	CONTEMP LIT	2.5				<input type="text"/>		Request This Course
10865	CREAT DRAMA/THEATER	5				<input type="text"/>		Request This Course
10039	CREAT WRITING	2.5		11 12		<input type="text"/>		Request This Course
10884	CREAT WRITNG 1&2	5				<input type="text"/>		Request This Course
10165	ENGLISH 1 AC	5				<input type="text"/>		Request This Course
10135	ENGLISH 1 HSPA	5				<input type="text"/>		Request This Course
10265	ENGLISH 2	5				<input type="text"/>		Request This Course
10245	ENGLISH 2 AC	5				<input type="text"/>		Request This Course
10235	ENGLISH 2 HSPA	5				<input type="text"/>		Request This Course
10365	ENGLISH 3 AC	5				<input type="text"/>		Request This Course
10355	ENGLISH 3 B/T	5				<input type="text"/>		Request This Course
10335	ENGLISH 3 HSPA	5				<input type="text"/>		Request This Course

The Course Catalog screen lists all the available courses in the subject area – English for example.

Deciphering the Course Catalog

Each line in the course catalog provides the following information:

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
10175	*ENGLISH 1 HON	5	Honors			<input type="text"/>		Request This Course
10275	*ENGLISH 2 HON	5	Honors					Does not meet course pre requisites
10375	*ENGLISH 3 HON	5	Honors					Does not meet course pre requisites
10495	*ENGLISH 4 AP	5						Does not meet course pre requisites
6LA	6th Grade Language arts	0		09 10 11 12		<input type="text"/>		Request This Course
10510	ADV COMPOSITION	2.5				<input type="text"/>		Request This Course
10549	BRITISH LITERATURE	2.5				<input type="text"/>		Request This Course
10509	COMPOSITION	2.5						Already Requested
10569	CONTEMP LIT	2.5				<input type="text"/>		Request This Course

- **Course Code** – The course number in the school’s catalog.
- **Course Name or description** – The name of the course.
- **Credits** – How many credits is it worth?
- **Type or level of course (e.g. Honors or AP)**
- **Grades** – Which grade levels (e.g. 10th grade) is the course aimed at?
- **Status** – Has this course been recommended for your student? Have they already requested it?
- **Priority** – A drop down that allows you to select your priority for the course.
- **Additional Information** – A place where you can enter a short note about your choice.
- **Selector or Message** – This either provides you with a “Request this Course” button or the reason why the student cannot request it. For example, because it is already one of their requests, or they do not have the prerequisites for the course.

The catalog may have expanded descriptions of the course, and may also give reasons why you cannot choose a particular course for your student. If a course can be requested, the “Request this Course” button will be available. Click this button to choose the corresponding course:

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION	
10175	*ENGLISH 1 HON	5	Honors			<input type="text"/>	<input type="text"/>	Request This Course
10275	*ENGLISH 2 HON	5	Honors					Does not meet course pre requisites
10375	*ENGLISH 3 HON	5	Honors					Does not meet course pre requisites
10495	*ENGLISH 4 AP	5						Does not meet course pre requisites
6LA	6th Grade Language arts	0		09 10 11 12		<input type="text"/>	<input type="text"/>	Request This Course
10510	ADV COMPOSITION	2.5				<input type="text"/>	<input type="text"/>	Request This Course
10549	BRITISH LITERATURE	2.5				<input type="text"/>	<input type="text"/>	Request This Course
10509	COMPOSITION	2.5						Already Requested
10569	CONTEMP LIT	2.5				<input type="text"/>	<input type="text"/>	Request This Course

When you click on a [Request This Course](#) button, you will be asked to confirm your choice:



Click “OK” to finalize the course request or “Cancel” to cancel it.

Once you have made a request, the “Requests” screen is updated with your choice:

COURSE	REQUESTED BY	COURSE CREDITS	EARNED TO DATE	TOTAL NEEDED FOR GRADUATION	PRIORITY	ADDITIONAL INFORMATION
English Subject Area						
10495 *ENGLISH 4 AP	Autry, Al	5				
10509 COMPOSITION	Demo, Genesis	2.5				
			10	20		Request a course

Prioritizing your Choices

The Course Catalog contains a “Priority” drop down for each course and an “Additional Information” field.

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	PRIORITY	ADDITIONAL INFORMATION
10175	*ENGLISH 1 HON	5	Honors			<input type="text"/>	<input type="text"/> Request This Course

You can prioritize your choice by selecting a priority. The “Priority” checkbox lets you pick a number between 1 – the highest – and 5 – the lowest – to indicate the order of your choices.

6LA	6th Grade Language arts	0		09 10 11 12		<input type="text"/>	<input type="text"/> Request This Course
10510	ADV COMPOSITION	2.5				<input type="text"/>	<input type="text"/> Request This Course
10549	BRITISH LITERATURE	2.5				<input type="text"/>	<input type="text"/> Request This Course
10509	COMPOSITION	2.5					<input type="text"/> Request This Course

You can also put a short note in the Additional Information field. Your child’s guidance counselor will be able to see both the priority and the short note.