

Using the Family and Student Portals > Viewing Student Information > Student Portal **Requests**

In the Family portal:

To view the student's course requests for the next year:

1. Click the **Family** tab.
2. Click the **Schedule** side-tab, then click **Requests**.

All selections must be finalized in the Student portal:

View and enter your **requests** for next year's courses. Your school will determine the date range when you can select courses. During this date range, you can come here to enter and make changes at any time.

When you finish, click **Post** to notify your counselor that you are done.

To enter your requests:

1. Log on to the Student view.
2. Click the **My Info** tab.
3. Click the **Requests** side-tab. The **Requests** page appears:

2013-2014 - Requests: 6 primary, 1 alternate - Scheduled: 7% - Credits: 5.0

Instructions
All students must select a minimum of five courses.

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select	Electives	093	Writing Seminar	N	0.5
Select	English	356	Forensic Science	N	0.5
Select	English	033	English 11	N	1.0
Select	Foreign Language	433	Spanish 3	N	1.0
Select	Math				
Select	Science	323	Action Chemistry	N	1.0
Select	Social Studies	113	American Studies 2	N	1.0

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select	Special Education	909	Academic Support 11-12	Y	1.0

Notes for counselor
Mrs. Smith, I don't have the prerequisite so I can't request it, but Mrs. Hope recommended Honors Trig. What should I do?

Post Last posted time: Approved time:

4. At the top of the page, in the **Instructions** box, read and follow the instructions for entering your **requests**. **Note:** If any of your courses are required or recommended by your teachers, they might automatically appear as **requests** when you first view the Requests page.

Subject area	Science					
Instructions						
1 of 3 selected						
Select	CourseNumber	CourseDescription	Academic level	Credit	Prerequisite	Status
	320	Chemistry H & Lab	CP	1.0	320	Prerequisite
	321	Chemistry C & Lab	CP	1.0	321	Prerequisite
<input checked="" type="checkbox"/>	323	Action Chemistry	Std	1.0		Recommen

< III >

OK Cancel

In the **Primary requests** box, select your **requests** for the different subject areas. For example, to select your **request** for a math course, click **Select** next to Math. The courses you can **request** appear:

Use the following tips when selecting a course to **request**:

- If your teacher recommended a course, a checkmark appears in the **Select** column. That course becomes a course **request** when you click **OK**.
- The **Status** column displays information about the course, such as if the course is full, or if this is the course your current teacher recommended for you. Depending on the subject, you can either select any course, or are required to accept the courses recommended for you.
- If your teacher entered comments about a recommendation for you, appears in the **Status** column. Click the icon to view the comments.
- If you are entering alternate **requests**, you can type a number in the **Priority** column to prioritize them; type *1* next to the alternate you want to try to be scheduled in first, type *2* in the next alternate you would want on your schedule, and so on:

Primary requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	English	094	ENGLISH III	N	5.0
Select...	Math	021	AMERICAN LIT	N	5.0
Select...	Science				
Select...	Social Studies	111	MOD WORLD HIST	N	5.0
Select...	Foreign Language				
Select...	Health/PE	907	PHYS ED 1	N	2.5
Select...		982	HEALTH NS	N	1.0
Select...	General Elective	057	COMM SERVICE	N	5.0

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	All subjects	090	COLL PREP ENG	Y	2.5

Notes for counselor

Mrs. Smith, can we talk about my English course selection ?

Post Last posted time: Approved time:

5. Select the checkbox in the **Select** column of the course(s) you want to **request**, and click **OK**. The **requests** now appear on your **Requests** page.
Note: To remove a **request** from your **Requests** page, click the **Select** checkbox again to deselect it.
6. In the **Notes for counselor** box, type any notes to your counselor regarding your **requests**. Your counselor can view these notes when reviewing your requests:

Pages My Info Academics Groups Calendar Locker

Options Reports Help

Requests

My Details << Exit entry mode

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Primary requests

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Select...	Electives	093	Writing Seminar	N	0.5
Select...		300	Forensic Science	N	0.5
Select...	English	033	English 11	N	1.0
Select...	Foreign Language	433	Spanish 3	N	1.0
Select...	Math				
Select...	Science	323	Action Chemistry	N	1.0
Select...	Social Studies	113	American Studies 2	N	1.0

Alternate requests

	Subject area	SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?	Credit
Select...	Special Education	909	Academic Support 11-12	Y	1.0

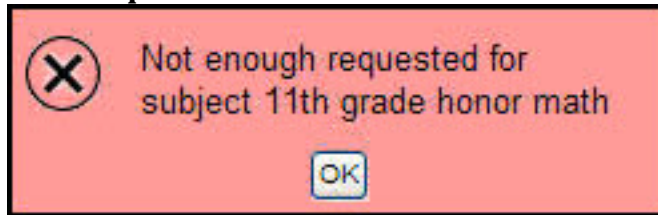
Notes for counselor

Mrs. Smith, I don't have the prerequisite so I can't request it, but Mrs. Hope recommended Honors Trig. What should I do?

Post Last posted time: Approved time:

Your **requests** are automatically saved after you enter them on the **Requests** page. Your counselor can view them anytime.

7. After you complete entering your **requests**, click **Post** at the bottom of the page. This lets your counselor know that you are finished entering **requests**. If you have not selected enough courses to satisfy requirements for your academic track, the system lets you know which area you need to make more **requests** in:



Note: Once your counselor approves your **requests**, you can no longer make changes to your course selections.