

I. Scheduling

A. Making Next Year Course Requests

To make course requests please go to scheduling tab in parent module. Then go to “Requests” screen:

Parent Resources Student Data

Summary Assessments Attendance Grading Discipline Gradebook **Scheduling**

Select Student: Becton, Hank Test Student

Scheduling Requests

This Year **Next Year**
School: Henry P. Becton Regional High School Henry P. Becton Regional High School
Grade: 09 10

Choose courses to request below:
🍏 Recommended by teacher 👤 Requested by parent 🗑️ Remove my request

Course	Requested By	Credits	Earned to Date	Total Needed For Graduation	
English Subject Area					
			0	20	Request a course
Mathematics Subject Area					
			0	15	Request a course
Science Subject Area					
			0	15	Request a course
Social Studies Subject Area					
			0	15	Request a course
World Language Subject Area					
			0	5	Request a course
Physical Education/Health Subject Area					
			0	20	Request a course
Electives Subject Area					
			0	27.5	Request a course
Totals:			0	117.5	

Figure 1 – The Scheduling Requests screen lets you choose courses to request for the next school year.

Making Course Requests

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 – click on the “Request a Course” button for that subject:

Choose courses to request below:
🍏 Recommended by teacher 👤 Requested by parent 🗑️ Remove my request

Course	Teacher	Credits	Earned to Date	Total Needed For Graduation	
English Subject Area					
			0	20	Request a course
Language Arts Subject Area					
			0	0	Request a course
Math Subject Area					
			0	15	Request a course

Click the “[Request a course](#)” button to see the course catalog for the selected subject area.

Scheduling		Requests	Course Catalog	This Year		Next Year	
				School: Genesis High School		Genesis High School	
				Grade: 09		10	

Course catalog for English:							
Status Icons: Recommended by a teacher Already requested							
Code	Name	Credits	Type	Grades	Status		
10175	*ENGLISH 1 HON	5	Honors			Request This Course	
10275	*ENGLISH 2 HON	5	Honors			Does not meet course pre requisites	
10375	*ENGLISH 3 HON	5	Honors			Request This Course	
10495	*ENGLISH 4 AP Prerequisite: English II and departmental recommendation This course emphasizes selected writers and literary periods with an emphasis on rhetorical analysis, tone, literary style and figurative language. Students will write papers that integrate their abilities to recognize rhetorical and literary devices, identify and use techniques of style and organization, and analyze an author's purpose. CODE # 10495	5		11 12		Does not meet course pre requisites	
10510	ADV COMPOSITION	2.5				Request This Course	
10549	BRITISH LITERATURE	2.5				Request This Course	
10509	COMPOSITION	2.5				Request This Course	
10569	CONTEMP LIT	2.5				Request This Course	
10865	CREAT DRAMA/THEATER	5				Request This Course	
10039	CREAT WRITING	2.5		11 12		Does not meet grade requirement	
10884	CREAT WRITING 1&2	5				Request This Course	
10165	ENGLISH 1 AC	5				Request This Course	
10135	ENGLISH 1 HSPA	5				Request This Course	
10265	ENGLISH 2	5				Request This Course	
10245	ENGLISH 2 AC	5				Request This Course	
10235	ENGLISH 2 HSPA	5				Request This Course	
10365	ENGLISH 3 AC	5				Request This Course	
10355	ENGLISH 3 B/T	5				Request This Course	

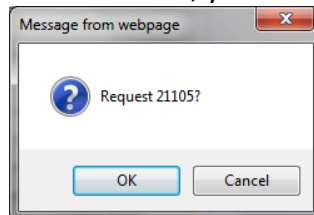
Figure 2 – The Course Catalog screen lists all the available courses in the subject area.

Deciphering the Course Catalog

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:

Course catalog for English:							
Status Icons: Recommended by a teacher Already requested							
Code	Name	Credits	Type	Grades	Status		
10175	*ENGLISH 1 HON	5	Honors			Request This Course	
10275	*ENGLISH 2 HON	5	Honors			Does not meet course pre requisites	
10375	*ENGLISH 3 HON	5	Honors			Request This Course	
10495	*ENGLISH 4 AP Prerequisite: English II and departmental recommendation This course emphasizes selected writers and literary periods with an emphasis on rhetorical analysis, tone, literary style and figurative language. Students will write papers that integrate their abilities to recognize rhetorical and literary devices, identify and use techniques of style and organization, and analyze an author's purpose. CODE # 10495	5		11 12		Does not meet course pre requisites	

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:

US History Subject Area						
21105	AEROSPACE 1	Daily, Edwina	5			
				0	15	Request a course