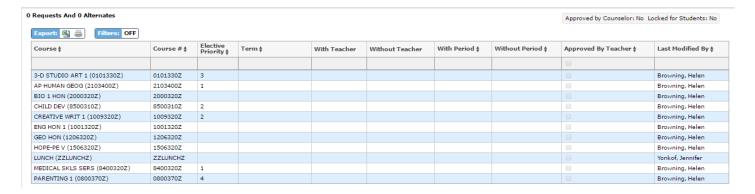# HOW TO ACCESS STUDENT COURSE REQUESTS IN MYSTUDENT FOR 2017-18

In order to view the course requests, please use these directions once logged into MyStudent:

Student View - The student selects **My Information** from their side menu bar and then selects **Class Requests**.

Parent View – The parent selects **My Child** from their side menu bar and then selects **Class Requests**.

Below is an example of what you will see in your MyStudent account, including course requests and alternates:

0 Requests And 0 Alternates   Approved by Counselor: No   Locked for Students: No

Export: 📄🖨   Filters: OFF

Course ⬍	Course # ⬍	Elective Priority ⬍	Term ⬍	With Teacher	Without Teacher	With Period ⬍	Without Period ⬍	Approved By Teacher ⬍	Last Modified By ⬍
								☐	
3-D STUDIO ART 1 (0101330Z)	0101330Z	3						☐	Browning, Helen
AP HUMAN GEOG (2103400Z)	2103400Z	1						☐	Browning, Helen
BIO 1 HON (2000320Z)	2000320Z							☐	Browning, Helen
CHILD DEV (8500310Z)	8500310Z	2						☐	Browning, Helen
CREATIVE WRIT 1 (1009320Z)	1009320Z	2						☐	Browning, Helen
ENG HON 1 (1001320Z)	1001320Z							☐	Browning, Helen
GEO HON (1206320Z)	1206320Z							☐	Browning, Helen
HOPE-PE V (1506320Z)	1506320Z							☐	Browning, Helen
LUNCH (ZZLUNCHZ)	ZZLUNCHZ							☐	Yonkof, Jennifer
MEDICAL SKLS SERS (8400320Z)	8400320Z	1						☐	Browning, Helen
PARENTING 1 (0800370Z)	0800370Z	4						☐	Browning, Helen

- **Please remember that these are still just the Course Requests for this student, NOT an actual student schedule!**
- All students must be fully enrolled in at least **6 courses each semester** for a total of 6 credits each year (including seniors) and the extra classes become alternates.
- The 6 credits are made up of a combination of core courses (math, English, science, social studies) and electives. Top priority electives that fit into the 6 top requested credits have a priority code "1". Some may be semester classes, others may be year-long classes. All other electives numbered 2,3,4… after that are considered alternates.
- The requested courses are dependent on availability, class size restrictions and student qualifications. When possible, we will try to use the student's elective choices when finalizing student schedules in August, however, if none of the choices fit, we will place them in similar courses or wherever there is room so that the students are fully enrolled in 6 classes each semester.
- Students cannot pick specific teachers or periods for their courses. Students also cannot choose which lunch period they will have (except seniors who qualify for 7th period lunch)
- If you want to change something on your course requests, please use the Course Request Change Form found on the back of this form.

SLHS Student Course Request Change Form 2017-18

Please Print NEATLY. Read and respond to each item below

1. **Student Name** _____

2. **Parent/Guardian Name(s)** _____

3. **Student ID Number** _____ **Grade Level** _____ **Counselor**_____

*Parents and students, please use this form if you would like to request any changes for your **COURSE REQUESTS** for 2017-18, but it is not a guarantee that the change will be approved. **No schedules have been created yet so this is not for Schedule Changes, just Course Request Changes**. Remember that due to the Class Size Amendment and this year's master schedule restrictions, students may not receive one or more of their requested courses despite our best efforts. The alternate courses that students chose during the spring registration are very important for the scheduling process in the event of any scheduling conflicts.*

NOTE: Online courses on or off-campus may be chosen in place of SLHS courses; however, parents are expected to monitor student progress and students **must adhere** to the following:

- Students must create an account and sign up for the online course(s) themselves, then a counselor will review and approve the course.
- Parents must sign and return the Online Course Placeholder Agreement Form after registration in August before Off-Campus is approved for online courses.
- Students should have daily home access to a computer with Internet and an active email account.
- Students may be dropped from one or more online classes if work is not submitted regularly, resulting in failure grades and missing credits that may need to be made up outside of the regular school day.

4. **Check the reason(s) below for your request for a schedule change:**

   ☐ I want to take the course Online on campus in a lab or off-campus instead of in an SLHS classroom.
   ☐ I've already passed the course and I need a different one in its place.
   ☐ I have not taken or passed the prerequisite for the course.
   ☐ I am requesting a different level (regular/honors/AP/PHSC) of a course with the understanding that this decision may adversely affect my schedule, final GPA, Bright Futures, College Admissions, etc.
   ☐ I have the required number of credits in this subject to graduate and I am requesting a different course.
   ☐ I am missing a class I need for a graduation requirement.
   ☐ I have too many or too few classes and I need to remove or add classes to make it right.
   ☐ Other (please explain) _____

   NOTE: Requests for specific teachers, class periods or lunch periods will not be considered.

5. **Drop/Add Requested Courses:**

Drop Requested Course(s):	Sem (.5) or Year (1.0)?	Add Requested Course(s):	Sem (.5) or Year (1.0)?	Comments: (Optional)

Student Signature _____**Date**_____

Student Phone # (_____)_____ *(optional)* **E-mail** _____ *(optional)*

Parent/Guardian Signature _____**Date**_____

Parent Phone # (_____)_____ *(required)* **E-mail** _____ *(required)*