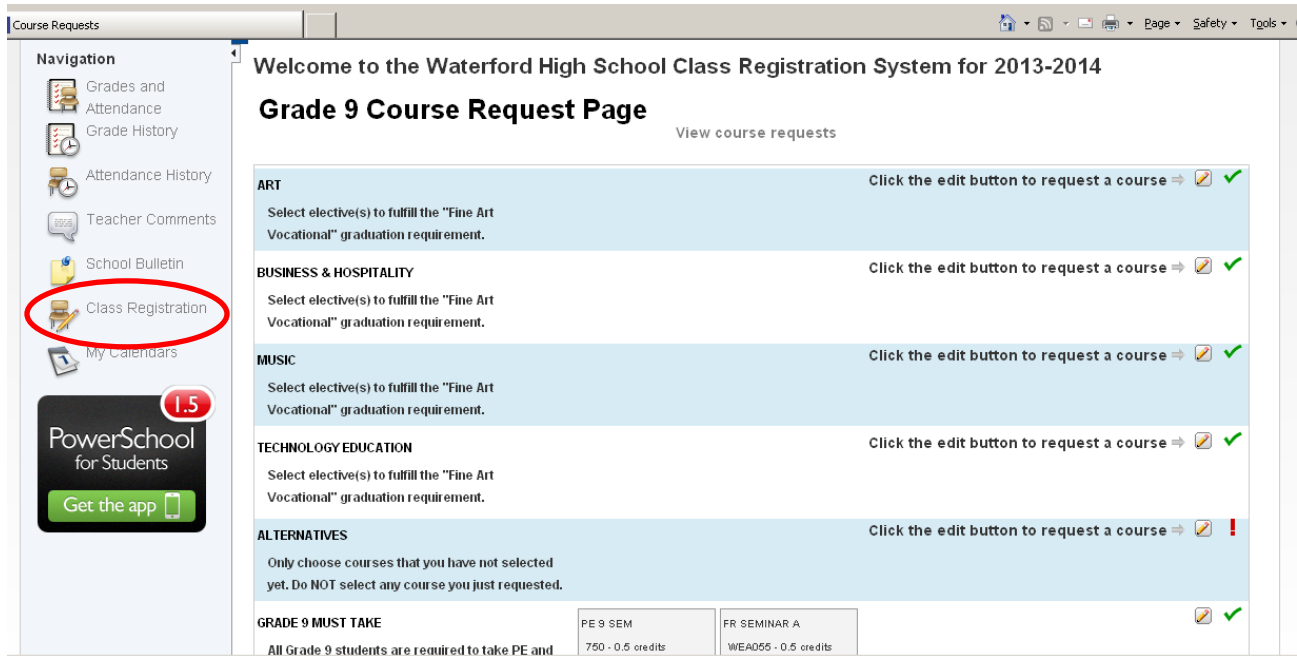
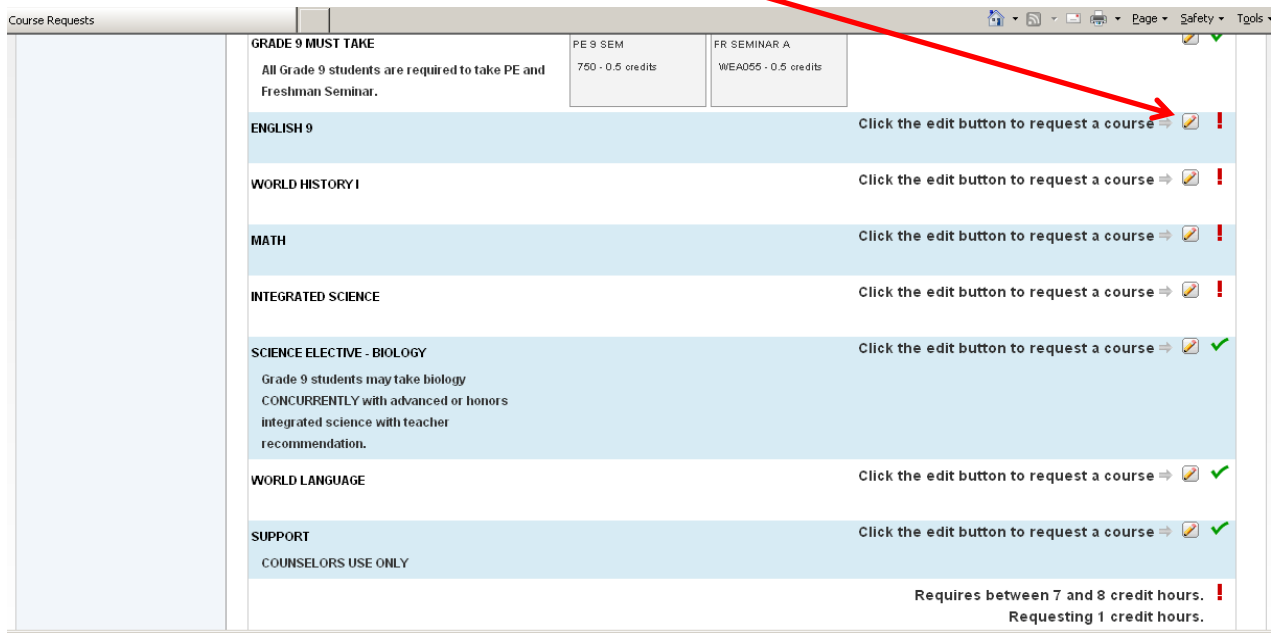


# HOW TO MAKE COURSE REQUESTS

Log in to the **Parent Portal** as usual. Click on the **“Class Registration”** to view the **Request Page**.



Scroll Down to view the Academic Courses. Academic Courses are listed in the following order: English 9, World History I, Math, Integrated Science, Science Elective, World Language. Click on the **PENCIL** to view the recommendation.



## HOW TO MAKE COURSE REQUESTS

A square box is made available to request the course when the course is recommended by a teacher.

The screenshot shows a web interface for course requests. At the top, there are sections for 'GRADE 9 MUST TAKE' (PE 9 SEM, FR SEMINAR A), 'ENGLISH 9', and 'INTEGRATED SCIENCE'. A table lists three Integrated Science courses:

| Course Name | Number | Credits | Prerequisite Note                                       | Alerts                          |
|-------------|--------|---------|---|---------------------------------|
| INT SCI A   | 414    | 1       | Teacher recommendation is required to take this course. | Prerequisites have not been met |
| INT SCI H   | 413    | 1       | Teacher recommendation is required to take this course. | Prerequisites have not been met |
| INT SCI S   | 412    | 1       | Teacher recommendation is required to take this course. | Prerequisites have not been met |

Below the table, a message states: 'You may select 1 course. You have selected 0 courses.' There are 'Cancel' and 'Okay' buttons. A 'Recommended by' checkbox is visible next to the 'INT SCI S' row. A red arrow points to this checkbox. Another red arrow points to the 'request a course' button for the 'INT SCI S' row, which has a red exclamation mark next to it. A third red arrow points to the 'request a course' button for the 'INT SCI H' row, which also has a red exclamation mark. A fourth red arrow points to the 'request a course' button for the 'INT SCI A' row, which has a red exclamation mark. A fifth red arrow points to the 'request a course' button for the 'INT SCI S' row, which has a green checkmark next to it.

Click on "Submit" to complete this request.

The **red exclamation mark** indicates a **"required"** course for this grade level.