

Scheduling Request Checklist 2019-2020

Please follow the directions below and complete the steps within a week after you receive your course request sheet.

Course Sheets:

1. Fill out your Course Request Sheets **completely**. Make sure to read the directions carefully on the sheets.
2. **Mark the box at the top for any that apply to you:** CCP, FFA, Honors Diploma, applied to Four Co.
3. **Make sure to Number your request.** Core classes are 1-2, Electives are 1-6. Remember that there are some classes that are yearlong (see sheet or course catalog for this info)
4. **All Math courses need a teacher signature!**
5. Other courses need **teacher signature**. Make sure to get those. Course request that need teacher approval will only be honored if there is a signature of teacher approval.
6. Make sure to your **parent/guardian & you sign & date** your course request sheets.
7. **Juniors & Seniors-** If you are interested in taking AP make sure to fill out the information on the back of the scheduling request forms.
8. **Incoming Freshman-** Some courses have been marked for you as recommendations from your current teachers.
 1. If you do not want to take their recommendation simply cross out the course & have your parent initial that they are okay with this change. However, you still have to take Math & English. For example, if you do not want to take Honors LA 9 (and you were recommended for it), cross this off, have parent initial in the box & THEN check LA 9 above the Honors LA 9 on the sheet. Same with Alg II, Span 1 & Honors Spanish 2.

Entering Request in PowerSchool:

1. Enter the course request information online from your Powerschool Student/Parent Access portal:

evergreen.k12.oh.us/scheduling

2. Click on the class registration icon, on the left side of the page.
 1. You must enter the courses that were marked and approved by parents and teachers on your course request form.
 2. Your required classes and the elective alternatives have a ! and you must select courses from those categories.
 3. If you need to make up a course you have failed, those courses are listed in the *Make Up Courses* section.
3. Select elective classes to fill in the remaining 8 schedule slots.
 1. Remember that some classes are 2 credits and therefore fill 2 slots.
 1. Band requires you to check Band A and Band B.
 2. Choir requires you to check Choir A and Choir B.
 3. Band + Choir requires you to check the 4 boxes for Choir/Band.
 4. AP Calculus requires you to check AP Calculus 1 and 2.
 5. Algebra 1 Concepts A & Concepts B need to be selected.
 6. The same is true for Yearbook.
 7. Early Release/Late Arrival, if available, takes up one slot even though no credit is earned, seniors may select this twice.
4. Only sign up for the classes online that you previously selected on your course request sheet. Course sheets will be checked to make sure that you signed up for the courses that you marked on your signed course request sheet.
5. You know you are finished when you do not have any red exclamation points and then click SUBMIT.

***** **SEE REVERSE SIDE FOR MORE INFORMATION*******

Turn your signed course request form in to the Counseling office within a week of your Class' Scheduling meeting with Mrs. Roper.

1. You will not be able to make any further changes to your course requests after the course request form is turned in.
2. If you do not turn in a course request and if you do not complete this online your courses will be chosen for you.
3. If you do not have access to the internet at home, please do at school or see Mrs. Roper
4. If you have problems with this process please see Mrs. Roper.
5. Remember that these are request. They are not guarantees. Priority is given to Core Classes needed to graduate.
5. Remember once school starts, you are only able to request a schedule change 2 days into the semester.
6. If you previously took Pre-Calc and wanted to take Trig, there will only be 1 course offering of Trig in the fall of 2019.
7. Remember, that just because you signed up for it as an elective course, does NOT mean you will get into that course this year. You can request to take it following years.
8. **Incoming Freshman** turn in forms to Mrs. Brehm. Mrs. Brehm or Mrs. Roper are available to help with any questions or concerns,

***** Even if you are thinking about going to Four County or taking CCP courses, you must fill out a course request online & fill out the scheduling form.***