

# Kentlake Student Course Requests Instructions

- 1.) Open your student Skyward account and go to the Graduation Requirements tab. You will be able to see what courses you have completed, what courses you are currently in progress of taking and what credits you have remaining.
  - a. Based on the credits that you have remaining will help you determine what courses you may want to request for next school year.
  - b. If you completed this exercise with a Kentlake teacher, you can open your graduation audit and find the information you are looking for.
- 2.) Spend some time going over the [Registration Survey](#) you were given to familiarize yourself with course options.
  - a. If you would like a description of a particular class, you can find that in [Kentlake's Course Catalog](#).
- 3.) When completing the [Registration Survey](#), please follow the below steps:
  - a. Neatly print your Last name, first name and Student ID at the top of the page.
  - b. Have a conversation with your English, Math, Science, Social Studies and World Language teachers to determine the course that is the best fit for you next year. Have your teacher initial the form so Counselors know that you've had the conversation.
  - c. Circle the requested English, World History/Social Studies, Mathematics, Science and 10th Grade Health Classes.

REQUIRED CORE SUBJECT AREAS		
Course Code	Course Title	Credits

- d. Complete the Required Elective Section for a total of 2.0 credits.

REQUIRED ELECTIVES (total of 2.0 credits)		
Course Code	Course Title	Credits

*A course code is a combination of letters AND numbers. Examples: BUS049 or TT1095.*

- 4.) Once you have completed the table you must complete the “Elective Alternate Course Selections” table. These are the courses that will be scheduled if the courses you selected above are not available.

**Elective Alternate Course Selections**

These courses will be scheduled if the requested elective courses above are full or cannot be scheduled. **Please write the course code and title.**

Course Code	Title

- 5.) When you’ve made all of your selections, it is important that you and a parent/guardian sign the survey indicating these are the classes you are requesting to take next school year.

You are designing your schedule for the entire year and are expected to keep the classes you select. Changes will only be considered during the first week of the semester if a student has an incomplete schedule, lacks a prerequisite, or is a senior who lacks a graduation requirement. **After this time, students who drop a course will receive an “F.”**

**I understand and confirm these selections:**

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Parent Phone/E-mail: \_\_\_\_\_

- 6.) **Please be sure to have this survey complete as soon as possible so you can input your requests into Skyward.**