

Pullman High School 2024-2025 -Juniors

STUDENTS ARE REQUIRED TO SUBMIT ONLINE COURSE REQUESTS BY FRIDAY, MARCH 29TH

Not Returning to PHS

Please email your Guidance Counselor AND PHS Registrar, Edie Talbot (etalbot@psd267.org) to alert them of this change in enrollment. Do not complete any other part of the process below. Thank you!

To Request Courses Online

1. Go to: <http://phs.pullmanschools.org/>

2. Select Skyward Family Access Icon on the PHS main page.

Parent or Student access can be used for the registration process.

If you need your Family Access login contact Mrs. Thompson at the PHS Main Office at 332-1551 or dthompson@psd267.org. If you have forgotten your login/password you can reset it by clicking on the "Forgot your Login/Password" on the skyward login page. Then check your email for the link to reset. Resets must be done on a computer, not a phone.

3. Once logged into Family Access:

- Choose "Schedule" (blue column on left side of screen)
- Click on "request courses for 2024-25" (middle top right of screen)

4. Adding Courses:

Scroll through courses in left column list, select course by highlighting course from list, and click on "Add course". Most courses will be a full year (1 credit). Make sure Sem 1 (.1) & Sem 2 (.2) appear for full year courses. If adding a semester only course, please make sure you select another semester only course.

- **Science** - Choose a Junior Level Science Course
- **English** - American Literature and Composition **OR** AP English Language and Composition
- **Social Studies** - US History **OR** AP US History
- **Math** - Determined by current math teacher. (Will be entered by math teacher)
- **Add Two Elective Preferences (full year or four semesters)**
- **If you need to remove a course:** Highlight course on right side of screen and click remove request.

Zero Period – Please email your Guidance Counselor if interested in a Zero period course.

Full Year Course options of: Jazz Band **OR** Treble Triad **OR** Blue Orchestra

5. Add Alternates Requests: Click on "Request Alternates" tab.

Using the same method as **Step 4**, enter two more full year electives (this should equal four semesters).

Courses will only be scheduled if there are enough student requests to fill a class. If a class is pulled from the schedule, students will be assigned an alternate course by the guidance counselor. Students are required to select alternate course choices for each elective. If you do not choose an alternate and cannot get into your first choice classes, your guidance counselor will choose courses for you. This will be based on graduation requirements and your High School and Beyond Plan.

- **Electives selected impact college admission requirements (such as World Languages).** Please refer to the Course Guide for details. [PHS Course Guide Link](#)
- If you select **Teaching Aide (TA)** for elective or alternate, you must fill out a permission form and submit to your Guidance Counselor. Go to PHS Website/Counseling Center/Academics/Spring Course Requests or [Click here for form](#).
- **Running Start**
 - [See Website](#) or email your guidance counselor for enrollment process.
 - Put in **FULL** PHS schedule **AS IF** you are **NOT** in Running Start – in the event your RS plans change

Questions? Email your Guidance Counselor, based on last name

A-K Deanna Kile dkile@psd267.org

L-Z Katie Evermann kevermann@psd267.org

Special Ed (IEP) Gene Baldeck ebaldeck@psd267.org

All forms and the Course Guide are on the PHS Website under [Counseling Center](#)