

**Pullman High School 2020-2021
12th Grade Course Request Form – Class 2021**

Must be completed online by Monday, April 13th, 2020

Name _____ Phone _____

Email _____ Not Returning to PHS

Students are required to submit online course requests from home.

1. **To request courses online:** Login to Skyward Family Access <http://phs.pullmanschools.org/>

Choose Quick links and select Skyward Family Access

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

If you need your Family Access login contact Mrs. Thompson at the the PHS Main Office at 332-1551 or dthompson@psd267.org

2. **Once logged into Family Access:**

- Choose “**Schedule**” (blue column on left side of screen)
- Click on “**request courses for 2020-21**” (middle right of screen)

3. **Add course:** 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. 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.

4. **Add Alternates Requests:** Click on “**Request Alternates**” tab.

Using the same method as **Step 2**, select alternate courses as possible request replacements for electives. This should equal four semesters. **If you need to remove a course:** Highlight course on right side of screen and click remove request.

5. You can refer to your High School & Beyond Plan to help guide your course selections. Use your Skyward Student Access login/password at <https://myschooldata.wspc.org/>.

6. In order to meet 24 credits for graduation all students must take six credit-producing classes per semester. Once your selections are complete, plus what courses are preloaded for you, you should have at least 12 courses/6 credits requested for the year.

Return signed request form to the Counseling Center when school resumes.

I have reviewed these course choices and I have read the course description for these courses. My signature acknowledges that I understand I will be expected to remain in the courses, including alternates, that I selected during this enrollment process to reserve a seat for myself for the 2020-2021 school year.

As a parent, I have reviewed the courses my student has selected and approve their course selections.

Student Signature /Date

Parent Signature/Date

Enter your course requests into Skyward Family Access

1. English Senior English
 AP English Language and Composition
2. Social Studies Civics (required semester course)
 SS Elective _____ and/or _____
3. Math Determined by current math teacher

Choose 3 Electives (one semester of Career Choices required)

4. Sem 1 Career Choices or Sem 2 /Sem 2 Career Choices or Sem 1

5. Sem 1 _____ /Sem 2 _____

6. Sem 1 _____ /Sem 2 _____

- Review PHS Requirements to make sure you will be eligible for graduation.
- **Electives selected impact college admission requirements (such as World Languages).** Please review these requirements in the Course Description Book if you are planning to attend a four-year college directly after high school. <https://phs.pullmanschools.org/>
- **Science courses** can be continued as an elective
- If you select **Teaching Aide (TA)** for elective or alternate, you must fill out a permission form (PHS Website under Annual Spring Requests and submit to your counselor.
- **Running Start**
 - Email your guidance counselor for enrollment process.
 - Put in full PHS schedule as if you were NOT in Running Start

List your two Alternates below. These will be referenced if there are schedule conflicts with your first choices.

Sem 1 _____ /Sem 2 _____

Sem 1 _____ /Sem 2 _____

Optional Zero Period - full year courses

- Blue Orchestra** **Treble Triad** (Audition Required)
 Jazz Band (Teacher Recommended)

Questions? Email your Guidance Counselor, based on last name

A-B Gene Baldeck ebaldeck@psd267.org

C-L Deanna Kile dkile@psd267.org

M-Z Kellie Glaze kglaze@psd267.org

All forms and full Course Description Book are online at <https://phs.pullmanschools.org/> under Counseling Center/Spring Course Requests