

Pullman High School 2021-22
12th Grade Course Request Form – Seniors
Must be completed online by Thursday, March 18th

Students are required to submit online course requests from home.

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

Select the Skyward Family Access Icon on the PHS main page
Parent or Student access can be used for the request process.
If you need your Family Access login contact Mrs. Thompson at 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 2021-22**” (middle top 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 and temporary password (8 digit birthday) at: <https://pullman.schooldata.net/hsb>

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.

Questions? Email your Guidance Counselor, based on last name
A-K Deanna Kile dkile@psd267.org
L-Z Kellie Glaze kglaze@psd267.org
Special Ed and IEP: Gene Baldeck ebaldeck@psd267.org

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

Not Returning to PHS – Please email your Guidance Counselor AND PHS Registrar, Trish Wenger (pwenger@psd267.org) to alert them of this change in enrollment. Thank you!

Enter your course requests into Skyward Family Access

1. English World Literature and Composition
 AP English Literature 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 refer to the Course Guide for details. [Current Course Guide Link](#)
- **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 and submit to your 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 were **NOT** in Running Start

List your two Alternates below. These will be referenced if there are schedule conflicts with your first choices. **Please see these are entered into skyward – see step #4.**

Sem 1 _____ / Sem 2 _____

Sem 1 _____ / Sem 2 _____

ZERO PERIOD – full year courses

Please email your Guidance Counselor if interested in a zero period course.

- Blue Orchestra
 Jazz Band
 Treble Triad