

INNOVATION LAB HIGH SCHOOL

2022-23 Course Request Instructions
10th to 12th Grades

Please use the course catalog and choose classes carefully
~ All selections are final and class changes are not permitted ~

ILHS Course Request Timeline

- **Monday, March 7th** – Requests open on Synergy to current 11th grade students at 3pm. Paper copies provided 3/7 during Crew or 3rd period English class.
- **Wednesday, March 9th** -- Requests for current 11th grade students close at 9am. Parent/guardian signature is required; paper copy due back in Crew class.
- **Wednesday, March 9th** -- Requests open on Synergy to current 9th and 10th grade students at 3pm – paper copies provided during Crew class on 3/9.
- **Friday, March 11th** – Requests for current 9th and 10th grade students close at 9am. Parent/guardian signature is required; paper copy due back in Crew class.
- **Week of March 14th** – 1:1 meetings with Mr. Cohn during English class to go over students' schedules and make sure they're on track with graduation requirements.

Students should check school email frequently and parents should make sure that their contact information is up to date in ParentVUE.

Questions?

Email Jon Cohn at jcohn@nsd.org or Christy Frank at cfrank@nsd.org with questions.

Course Request Worksheet Instructions

1. English, Math, Science, Social Studies and Crew are required (10 boxes). If you have 3 years of science, a 4th isn't required (but is recommended).
You need to choose your math class (Progression according to NSD: Algebra 1 → Geometry → Algebra 2/Trig → Pre-Calculus → Calculus 1)
2. Two consecutive years of the same World Language is an ILHS requirement. A third year is recommended if you are exploring a 4-year college.
3. Choose 2-4 electives (**4 boxes**)
4. Choose **at least 4 semesters worth** of alternate electives
**if you don't make enough alternate selections, and your first request is not available, you will be placed into a new elective at the discretion of your Counselor
5. Review selections with a parent or guardian and sign course request form.
6. Return to Crew advisor by Friday, March 11th during Crew class.

ILHS Online Course Requests Instructions

Step 1: Log-on to **StudentVUE** and click on “Course Request” located on left side of screen.

[StudentVUE](#)

User Name – Student ID # **Password** – Use your student created password

Step 2: Click on this button to navigate to the screen where you can begin adding courses:

[Click here to change course requests](#)

Step 3: Begin entering the Course ID for the math class you would like to take. Use your Course Registration Worksheet to find the correct Course ID for each class: **Do not type anything in Course Title or choose from the drop-down box next to “elective”.** Leave as is. For Example, Course ID ENG200 will give you both the A and B option for English 10. Make sure you choose both since you are requesting a year-long class.

**Repeat process with World Languages and electives

Search Courses							
Action	Ln	Course ID	Course Title	Elective	Credit	Comment	
		<input type="text" value="eng200"/>	<input type="text" value="Q"/>	(All)			
> <input type="button" value="Add Request"/>	1	ENG200A	ENGLISH 10	No	0.500		<input type="button" value="Add Alternate"/>
> <input type="button" value="Add Request"/>	2	ENG200B	ENGLISH 10	No	0.500		<input type="button" value="Add Alternate"/>

*Each time you select add a course request, it will be visible under your selected course requests.

Step 4: Once all 14 requests are in, then add your Alternates by choosing the alternate button. *These are your back-up classes. Enter at least 4 of them.*

> <input type="button" value="Add Request"/>	<input type="button" value="Add Alternate"/>
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Step 5: When you have finished entering your requests and alternates, double check your work by clicking on the on the “Return to Course Summary” button.

Step 6: When you are done entering your classes and alternates, double check your work, then you can close the window and your work will be saved