Portal Course Requests

To make your course selections for next year by way of the Community Portal, open your preferred web browser and enter http://sapphire.etownschools.org into the address bar.



Select **Community Portal.**

Enter your username, password and PIN number to log into your Community Portal account.

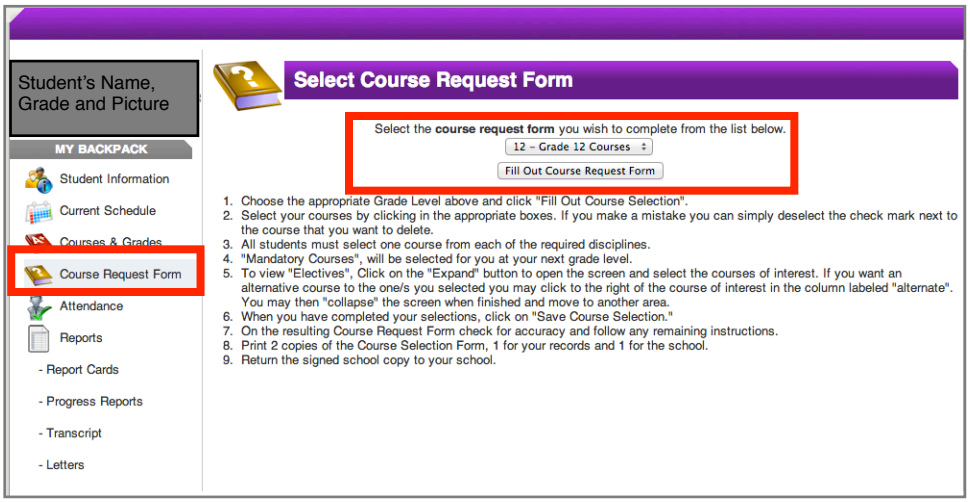
If you forget your password, click the “Forgot your password?” link and your password will be sent to your student district email account.



Once you are logged in, **click the Course Request Form** link in the left link menu and review the onscreen directions for completing the course request form.

The course selection form will be available for the grade to which you will be entering the following school year.

Click Fill Out Course Request Form.

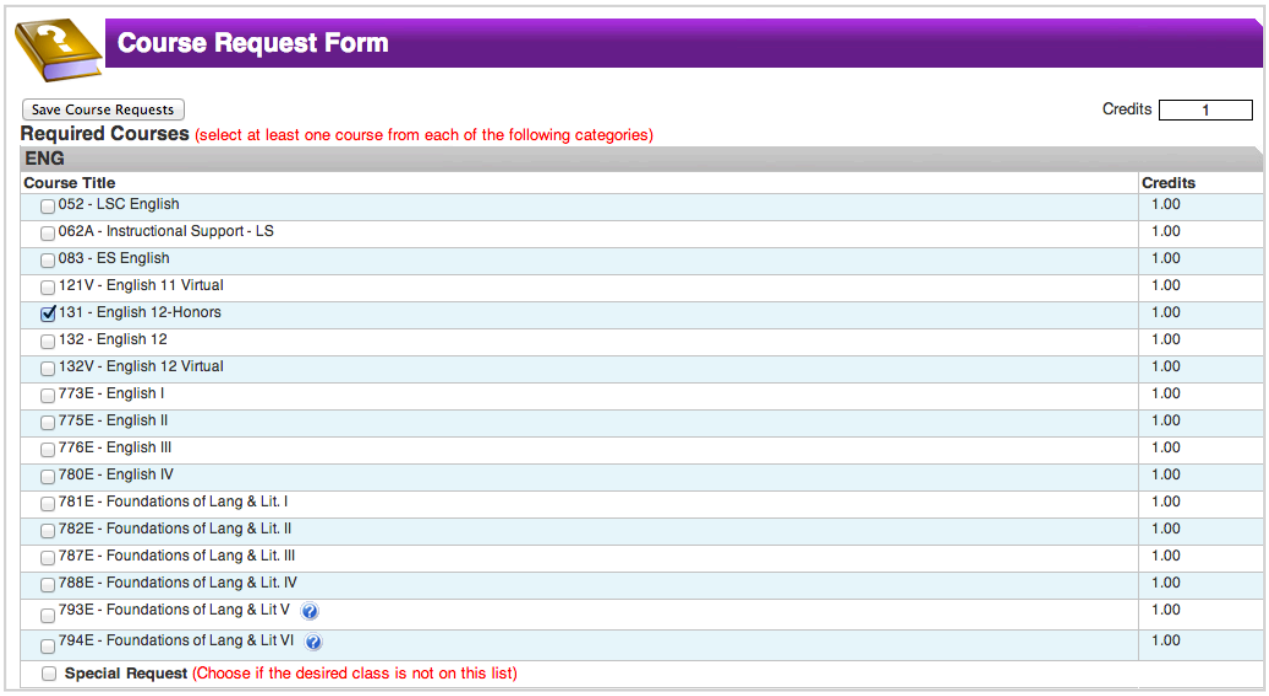


Required courses will display at the top of the Course Request form. Select the course that you would like to take by clicking your mouse in the box to the left of the course name. A checkmark will appear in the box indicating that you would like to request that course for your schedule next year.

If the course that you would like to take does not appear in the list, click the Special Request box. The Guidance Office will meet with you to find out which course you would like to take.

A course that is highlighted in green with a checkmark already in the box indicates that a teacher has recommended for you to take that course. You may deselect that choice by clicking the checkmark to make it disappear. Remember to select another required course.

Make sure you have four required courses (3 for Seniors): English, Math, Science and Social Studies.



Course Request Form

Save Course Requests

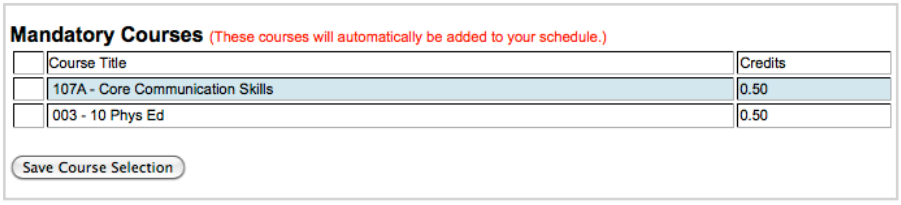
Credits 1

Required Courses (select at least one course from each of the following categories)

ENG

Course Title	Credits
052 - LSC English	1.00
062A - Instructional Support - LS	1.00
083 - ES English	1.00
121V - English 11 Virtual	1.00
131 - English 12-Honors	1.00
132 - English 12	1.00
132V - English 12 Virtual	1.00
773E - English I	1.00
775E - English II	1.00
776E - English III	1.00
780E - English IV	1.00
781E - Foundations of Lang & Lit. I	1.00
782E - Foundations of Lang & Lit. II	1.00
787E - Foundations of Lang & Lit. III	1.00
788E - Foundations of Lang & Lit. IV	1.00
793E - Foundations of Lang & Lit V	1.00
794E - Foundations of Lang & Lit VI	1.00
Special Request (Choose if the desired class is not on this list)	

Courses displaying in the **Mandatory Courses** section are required for all students in that grade level and will be automatically added to your schedule.

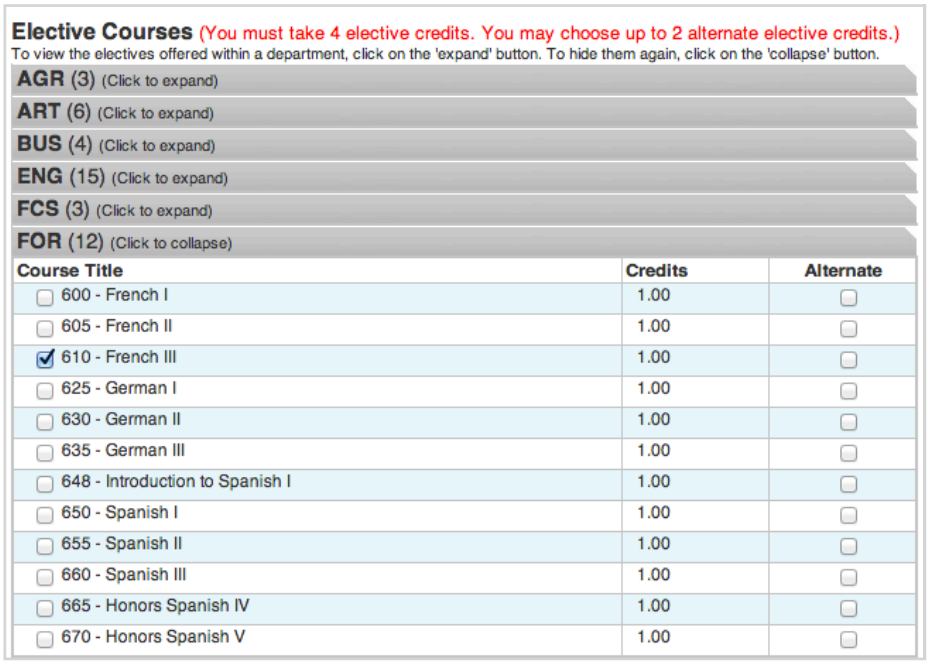


Mandatory Courses (These courses will automatically be added to your schedule.)

	Course Title	Credits
	107A - Core Communication Skills	0.50
	003 - 10 Phys Ed	0.50

Save Course Selection

Elective courses are hidden in collapsable lists. Click the **"Click to expand"** button to display the courses. Click the **"Click to collapse"** button to hide the course list again.

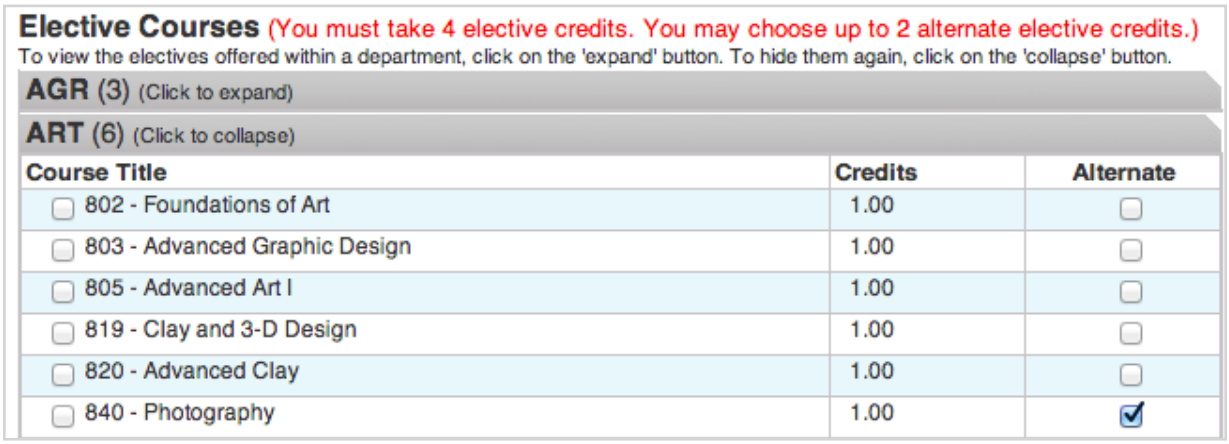


Elective Courses (You must take 4 elective credits. You may choose up to 2 alternate elective credits.)
To view the electives offered within a department, click on the 'expand' button. To hide them again, click on the 'collapse' button.

AGR (3) (Click to expand)
ART (6) (Click to expand)
BUS (4) (Click to expand)
ENG (15) (Click to expand)
FCS (3) (Click to expand)
FOR (12) (Click to collapse)

Course Title	Credits	Alternate
☐ 600 - French I	1.00	☐
☐ 605 - French II	1.00	☐
☑ 610 - French III	1.00	☐
☐ 625 - German I	1.00	☐
☐ 630 - German II	1.00	☐
☐ 635 - German III	1.00	☐
☐ 648 - Introduction to Spanish I	1.00	☐
☐ 650 - Spanish I	1.00	☐
☐ 655 - Spanish II	1.00	☐
☐ 660 - Spanish III	1.00	☐
☐ 665 - Honors Spanish IV	1.00	☐
☐ 670 - Honors Spanish V	1.00	☐

To select your two alternates, place a checkmark in the Alternate column to the right of the course name.



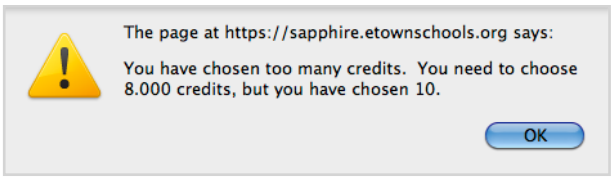
Elective Courses (You must take 4 elective credits. You may choose up to 2 alternate elective credits.)
To view the electives offered within a department, click on the 'expand' button. To hide them again, click on the 'collapse' button.

AGR (3) (Click to expand)
ART (6) (Click to collapse)

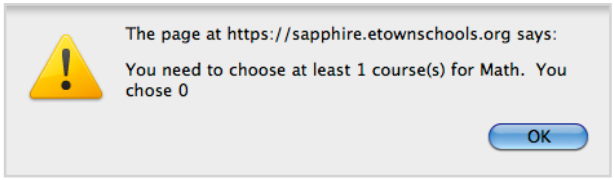
Course Title	Credits	Alternate
☐ 802 - Foundations of Art	1.00	☐
☐ 803 - Advanced Graphic Design	1.00	☐
☐ 805 - Advanced Art I	1.00	☐
☐ 819 - Clay and 3-D Design	1.00	☐
☐ 820 - Advanced Clay	1.00	☐
☐ 840 - Photography	1.00	☑

Save Course Selection buttons are displayed throughout the Course Selection form. Press the button periodically to save your selections and to refresh the screen so you do not get logged out unknowingly.

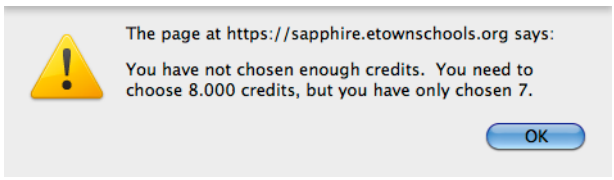
If you select too many credits whether required or electives, a message will display telling you how many credits you need to choose and how many you have chosen. You need to go back and deselect courses to get the required number of course.



If you forget to select a course for a required subject, you will see a message that tells you to choose a course for that subject.



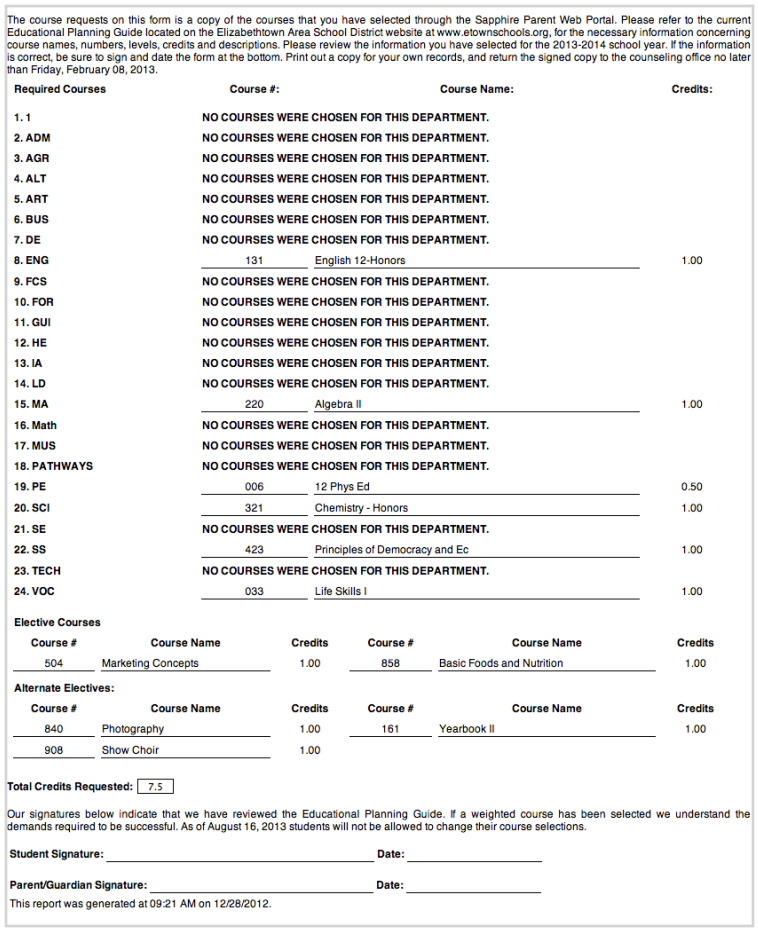
If you do not select three electives, you will be told that you have selected less credits than the required and so you need to go back and select additional courses.



Once you click the "Save Course Requests" button, the form review screen displays. Review your course selections. If you need to make changes, return to the course selection screen.

When you do not need to make more changes, print out the form, sign and have your parents sign it. Return the form to the Counseling Office.

You may make changes to your course requests until the course selection date expires. Once the date has passed, you will no longer be able to make or edit course requests online through the Student Portal.



The course requests on this form is a copy of the courses that you have selected through the Sapphire Parent Web Portal. Please refer to the current Educational Planning Guide located on the Elizabethtown Area School District website at www.etownschools.org, for the necessary information concerning course names, numbers, levels, credits and descriptions. Please review the information you have selected for the 2013-2014 school year. If the information is correct, be sure to sign and date the form at the bottom. Print out a copy for your own records, and return the signed copy to the counseling office no later than Friday, February 08, 2013.

Required Courses	Course #:	Course Name:	Credits:
1. 1	NO COURSES WERE CHOSEN FOR THIS DEPARTMENT.		
2. ADM	NO COURSES WERE CHOSEN FOR THIS DEPARTMENT.		
3. AGR	NO COURSES WERE CHOSEN FOR THIS DEPARTMENT.		
4. ALT	NO COURSES WERE CHOSEN FOR THIS DEPARTMENT.		
5. ART	NO COURSES WERE CHOSEN FOR THIS DEPARTMENT.		
6. BUS	NO COURSES WERE CHOSEN FOR THIS DEPARTMENT.		
7. DE	NO COURSES WERE CHOSEN FOR THIS DEPARTMENT.		
8. ENG	131	English 12-Honors	1.00
9. FCS	NO COURSES WERE CHOSEN FOR THIS DEPARTMENT.		
10. FOR	NO COURSES WERE CHOSEN FOR THIS DEPARTMENT.		
11. GUI	NO COURSES WERE CHOSEN FOR THIS DEPARTMENT.		
12. HE	NO COURSES WERE CHOSEN FOR THIS DEPARTMENT.		
13. IA	NO COURSES WERE CHOSEN FOR THIS DEPARTMENT.		
14. LD	NO COURSES WERE CHOSEN FOR THIS DEPARTMENT.		
15. MA	220	Algebra II	1.00
16. Math	NO COURSES WERE CHOSEN FOR THIS DEPARTMENT.		
17. MUS	NO COURSES WERE CHOSEN FOR THIS DEPARTMENT.		
18. PATHWAYS	NO COURSES WERE CHOSEN FOR THIS DEPARTMENT.		
19. PE	006	12 Phys Ed	0.50
20. SCI	321	Chemistry - Honors	1.00
21. SE	NO COURSES WERE CHOSEN FOR THIS DEPARTMENT.		
22. SS	423	Principles of Democracy and Ec	1.00
23. TECH	NO COURSES WERE CHOSEN FOR THIS DEPARTMENT.		
24. VOC	033	Life Skills I	1.00

Elective Courses

Course #	Course Name	Credits	Course #	Course Name	Credits
504	Marketing Concepts	1.00	858	Basic Foods and Nutrition	1.00

Alternate Electives:

Course #	Course Name	Credits	Course #	Course Name	Credits
840	Photography	1.00	161	Yearbook II	1.00
908	Show Choir	1.00			

Total Credits Requested: 7.5

Our signatures below indicate that we have reviewed the Educational Planning Guide. If a weighted course has been selected we understand the demands required to be successful. As of August 16, 2013 students will not be allowed to change their course selections.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

This report was generated at 09:21 AM on 12/28/2012.