Please use the course catalog and choose classes carefully
~ You are not registering for classes. You are requesting the classes you want to take ~

ILHS Course Request Timeline

• Monday, March 11th – Course request forms handed out to current 11th grade students during Crew
  o StudentVUE opens to make requests. The requests made on the forms need to be entered the same on StudentVUE. Graduation profiles will be sent home with each student.

• Tuesday, March 12th – Course request forms handed out to current 10th grade students during Crew
  o StudentVUE opens to make requests. The requests made on the forms need to be entered the same on StudentVUE. Graduation profiles will be sent home with each student.

• Wednesday, March 13th – Course request forms handed out to current 9th grade students during Crew
  o StudentVUE opens to make requests. The requests made on the forms need to be entered the same on StudentVUE. Graduation profiles will be sent home with each student.

• Monday, March 18th – Request forms for current 11th graders due back in Crew. Online requests are expected to be completed by this time.

• Tuesday, March 19th – Request forms for current 10th graders due back in Crew. Online requests are expected to be completed by this time.

• Wednesday, March 20th – Request forms for current 9th graders due back in Crew. Online requests are expected to be completed by this time.

• Monday March 25th – Friday April 5th – 1:1 meetings with Mr. Cohn during English class to go over students’ requests and make sure they’re on track with graduation requirements. If they are absent during these meetings, Mr. Cohn will make sure to meet with them.

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

Questions? Look over the Course Catalog and email Jon Cohn at jcohn@nsd.org or Jane Hartway at jhartway@nsd.org with questions.
Entering 11th Grade Course Request Worksheet Instructions
For a complete list of graduation requirements, turn to pages 8 and 9 of the Course Catalog.

1. Crew is required. (2 boxes – already filled in for you)

2. English is required every year. (2 boxes)

3. Three years of math is required. We recommend that you take a math class each year. (2 boxes)

4. Three years of science is required. A 4th year is recommended. (2 boxes)

5. Choose 3 electives (any combination of semester and year-long classes - 6 boxes)
   a. At least two years of the same World Language is required for admission to most colleges and universities. ILHS recommends you take a World Language. (2 boxes)
   b. Choose at least 4 semesters worth of alternate electives.
   **if you don’t make enough alternate selections and/or if your requests are not available, you will be placed into a new elective at the discretion of your Counselor.

6. Double-check that you have 14 total boxes selected and at least 4 alternates marked down.

7. Review selections with a parent or guardian and sign course request form.

8. Return to Crew advisor by the date specified for your grade level on the previous page.

***The pre-selected boxes will count toward the overall number of 14 boxes needed to be selected***
ILHS Online Course Requests Instructions

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

**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.*

**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.*

**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.