

**2024-2025**  
**ONLINE COURSE REQUEST ENTRY INSTRUCTIONS**  
**CURRENT CMS 6<sup>TH</sup>/7<sup>TH</sup> GRADERS**

Skyward Online Course Request entry will be open **Monday, April 1st (10:00 a.m.) - Friday, April 12th (Midnight)**.

Below are **step-by-step instructions** to guide students through the course selection process:

1. Go to the Calallen ISD home page...[www.calallen.org](http://www.calallen.org)
2. Click on the **SKYWARD** tab at the top of the page
3. Log in to **SKYWARD STUDENT**. Parent Skyward login information will **NOT** work in Skyward student. Students can see Mrs. Guzman in the CMS Counselor's office with Skyward login issues.
4. Select **SCHEDULE** from the Menu on the left side of the screen
5. Click on "**Request Courses for 2024-2025 in Calallen Middle School**"
6. To add a course, click on the course you are selecting and then select "**ADD COURSE**"
7. To remove a course, click on the course to remove and then select "**REMOVE COURSE**"
8. First, you will need to add the required **CORE ACADEMIC COURSES** choosing either the **REGULAR or the ENRICHED** course for the following: **READING ELAR, MATH, SCIENCE, and HISTORY**. *COURSES FOR STUDENTS IN THE GT PROGRAM HAVE ALREADY BEEN PRE-SELECTED. THE COUNSELOR MUST APPROVE ANY CHANGES TO GT COURSES.*
9. At this point, next year's **7<sup>TH</sup> GRADERS** need to add **PE OR ATHLETICS**
10. Next, you need to add **ELECTIVES**. It is important that you choose the correct amount of elective(s). **7<sup>th</sup> grade** (2 full year electives **OR** 1 full year and 2 one semester), **8<sup>th</sup> grade** (3 full year electives **OR** 2 full year **AND** 2 one semester electives, more than 2 semester electives **is not allowed**).
11. **MAKE SURE THAT YOU DO NOT HAVE 2 COURSES WITHIN THE SAME SUBJECT**. For example, you should not have both a "MATH" class and an "ENRICHED MATH" class. Taking a PE and ATHLETICS class at the same time is not allowed.
12. You should have enough course selections for a **7 PERIOD DAY**.
13. **There is not a submit button. Entries/deletions/changes save automatically.**
14. **Electives are not guaranteed**. All electives have a maximum enrollment and are filled on a "first come first served" basis. If an elective is no longer available to choose, it has reached capacity.
15. **THE ONLINE REQUEST SYSTEM WILL CLOSE AT 12:00 a.m. (Midnight) ON FRIDAY, APRIL 12.**
16. Electives will be randomly assigned for those who do not enter online requests by the deadline.
17. Email questions to the counselors at:

Mr. Hendley – [THendley@calallen.org](mailto:THendley@calallen.org)

Mr. Brown – [Joe.Brown\\_II@calallen.org](mailto:Joe.Brown_II@calallen.org)