



Welcome Incoming 8th graders!

Course Request Process

Community* *Respect* *Excellence* *Discovery* *Integrity

What is the Course Request Process?

- The course request process is how students and families request classes for the next school year.
- Students should request the class level that feels right for their skills and learning goals.
- In middle school, students can request electives classes based on what interests them. This supports our school's belief of **Discovery**.

Student Course Request Process





Action Items-

1. **Verify that you are able to login to Student Access** ---> if you need your password reset, click on "[Forgot your Login/Password?](#)". Enter your school email address. Check your **Office 365** (not Canvas) for the email reset link.
2. **Use the resources** on the [Pine Lake website](#) to successfully complete the CRP. If you need help, come to the counseling center.
3. **With your parent/guardian, log in to Student Access starting March 5th to request your Language Arts class and request your elective(s).** If requesting trimester electives, you must also select three alternate courses and rank them by preference.

Due date for all course requests is [Monday, March 10th at 8 am.](#)

Math Pathway

You will be automatically enrolled in your class

If you are taking...	You will take...
Math 2 	Math 3
Math 2/3 	CC 8 / Algebra 1
CC 8 / Algebra 1 	Geometry
Geometry 	Math at Skyline

Science Path

You will be automatically enrolled in your class.

<i>If you are taking...</i>	<i>You will take...</i>
Earth and Space Science →	Physical Science
Physical Science →	High School Biology

Language Arts Options – LA 8 or Advanced LA 8

Students choosing Advanced LA should:

- Reflect student's interest and aspirations in that course of study.
- Have excellent study habits and organizational skills.
- Have strong communication and reading skills for engaging with rigorous material.
- Demonstrate motivation, maturity, perseverance and stamina for learning challenging material.
- Be active participants in all aspects of the classroom, including discussions, group or individual projects.
- Consider the increased time commitment to studies outside of the school
Please consider all responsibilities, including sports, music and club affiliations.
- Consider the possibility that grades could be lower than if students took the typical course sequence(s).

Advanced Language Arts Readiness Criteria
Report Card Grades in Language Arts: B+ or higher SBA ELA score: Level 4

Elective Paths

Elective choices are not guaranteed, and some elective offerings may be affected by the number of students requesting each course.

☐ I want to take 3 trimester electives

(you must request 3 alternate courses and rank them in order of your preference.)

- Advanced Speech and Debate
- Art (*meets the Fine Art requirement)
- Computer Science 2
- Computer Science 3
- Film Making
- Integrated Projects (offered Tri 2)
- Intro to Leadership
- Photography
- Woodshop 1 (offered Tri 1)
- Woodshop 2 (offered Tri 3)
- Yearbook

☐ I want to take 1 year-long elective

Band (*meets the Fine Art requirement)

Choir (*meets the Fine Art requirement)

Orchestra (*meets the Fine Art requirement)

Spanish

Advanced Leadership (WAVE) – separate application required

Diverse-Needs Teachers Assistant

Teacher's Assistant (*teacher/staff approval needed)

☐ I want to take 2 year-long electives

**Students taking 2 year-long electives will need to sign up for Independent PE/Health*

Fine Art Requirement

If you plan to take trimester electives and have not taken Music or Art.....

request Art to fulfill your Fine Art requirement



Advanced Leadership (WAVE)

WAVE Leaders run school-wide charity drives (i.e., food drive, gift drive, etc.), they plan and promote spirit weeks, they produce The Pine Lake Morning Show, and they help run the student store.

The WAVE Leadership application and video are **due Friday, March 14th**. Students will be notified before the end of the school year.

Spanish 1

This class is the equivalent of Spanish 1 at the high schools and is offered as a potential high school credit.

It is recommended that students have a B or above in all three trimesters of 7th grade Language Arts to register for this course. They should also **have excellent study habits, commit to daily homework and vocabulary memorization.**

Physical Education & Health

PE & Health are still requirements in 8th grade.

What if I want to take 2 year-long electives? 8th graders requesting 2 year-long electives are eligible for Independent PE/Health (outside the school day).

To request two full-year electives, you must complete the [Independent PE and Health](#) form and review with your counselor before submitting.

- Forms are available on the CRP webpage or the Counseling office
- Due to the Counseling office by March 14.
- There is a \$130 fee for the course, to be paid in September.

****Filling out the form does not guarantee placement in two full-year electives.***

Your schedule will look like one of these examples:

If you choose **3 trimester electives**:

Language Arts	Year-Long
Social Studies	Year-Long
Math	Year-Long
Science	Year-Long
PE/PE/Health	3 Trimesters
Elective/Elective/Elective	3 Trimesters

If you choose **1 year-long elective**:

Language Arts	Year-Long
Social Studies	Year-Long
Math	Year-Long
Science	Year-Long
PE/PE/Health	3 Trimesters
Elective	Year-Long

If you choose **2 year-long electives**:

Language Arts	Year-Long
Social Studies	Year-Long
Math	Year-Long
Science	Year-Long
Elective	Year-Long (Music/WAVE/Spanish/TA)
Elective	Year-Long
*Independent PE/Health	Year-Long (completed outside of the school day)

How do I find the information about the Course Request Process? (Canvas or PLMS website)



PLMS Student Commons 24-25



PLMS Counseling Home

Welcome to PLMS Counseling!

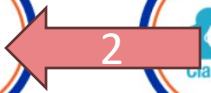
We are glad you came to visit. Connect with your counselor via Canvas inbox or email


Last names A-L: Ms. Brittain (brittaink@issaquah.wednet.edu)

Last names M-Z: Ms. Young (changmillery@issaquah.wednet.edu)



Student Resources:





PINE LAKE

MIDDLE SCHOOL

EMPLOYMENTPORTALS ▾SAFETY CONCERNDISTRICT SITE

SCHOOLS

ENGLISH ▾📅🔍

OUR SCHOOLACADEMICSFAMILIES & COMMUNITYSTUDENT LIFESTAFF

Activities

Athletics

Counseling

Health Room / Nurse

Library

School Spirit

Social/Emotional Student Support

1

2

HOME > STUDENT LIFE > COUNSELING

Counseling

School Counseling and Mental Health in the Issaquah School District

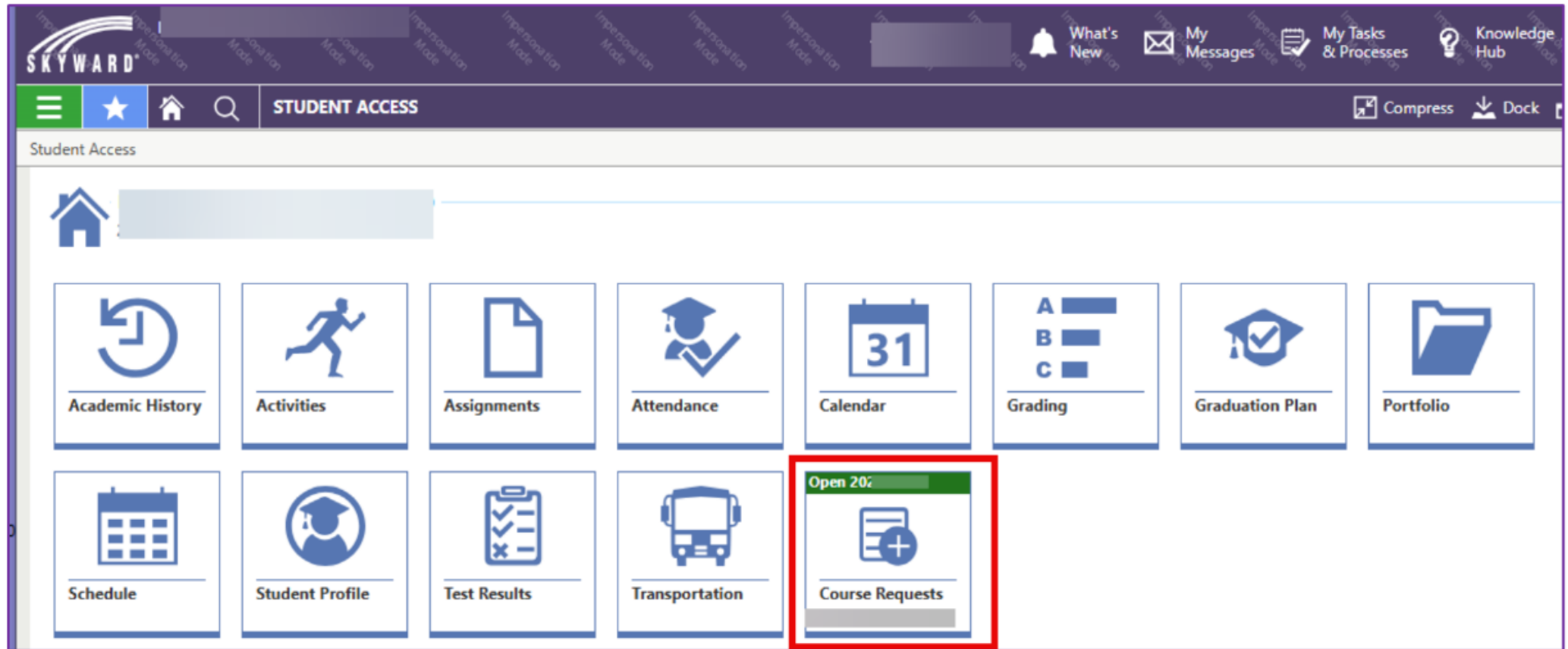
Issaquah schools provide comprehensive guidance and school counseling services in each building. All students have access to and the right to participate in these programs, which focus on academic, career

3

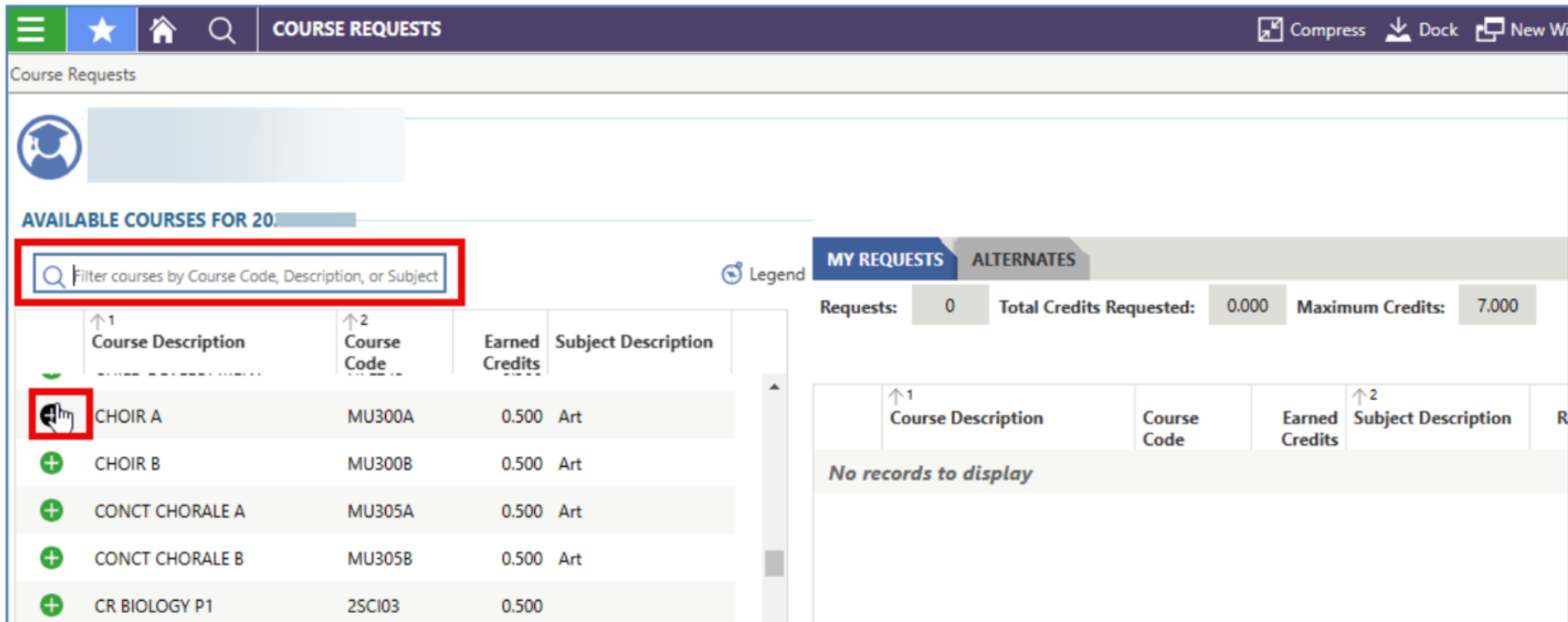
Course Request Process >



1. Log into Student Access and select the Course Requests tile



- Select a new course by clicking the plus sign next to the course title. You also can use the search bar to find a course.



The screenshot shows the 'COURSE REQUESTS' interface. At the top, there is a navigation bar with a menu icon, a star, a home icon, a search icon, and the text 'COURSE REQUESTS'. Below the navigation bar, there is a search bar with the placeholder text 'Filter courses by Course Code, Description, or Subject'. A red box highlights this search bar. Below the search bar, there is a table of available courses. The table has columns for 'Course Description', 'Course Code', 'Earned Credits', and 'Subject Description'. A red box highlights the first row of the table, which is 'CHOIR A' with course code 'MU300A' and 0.500 credits. To the right of the available courses table, there is a 'MY REQUESTS' section. This section has a 'Legend' and a 'MY REQUESTS' tab. Below the tab, there is a summary row showing 'Requests: 0', 'Total Credits Requested: 0.000', and 'Maximum Credits: 7.000'. Below this, there is a table with columns for 'Course Description', 'Course Code', 'Earned Credits', and 'Subject Description'. This table is currently empty and displays the message 'No records to display'.

Course Description	Course Code	Earned Credits	Subject Description
CHOIR A	MU300A	0.500	Art
CHOIR B	MU300B	0.500	Art
CONCT CHORALE A	MU305A	0.500	Art
CONCT CHORALE B	MU305B	0.500	Art
CR BIOLOGY P1	2SCI03	0.500	

The course you selected will appear on the right side of the screen under “My Requests”. If it is a year-long course, all semesters/trimesters should appear.

There may be courses listed under “My Requests” that have already been added for you by the counselor or registrar.

3. Continue adding requests until you reach the maximum number of credits.

★

🏠

🔍


COURSE REQUESTS

Compress

Dock

New Window

Course Requests



i Course MU300A is part of a linked group; the following linked courses were also requested: MU300B

AVAILABLE COURSES FOR 202

Filter courses by Course Code, Description, or Subject

Legend

MY REQUESTS

ALTERNATES

Requests: 2

Total Credits Requested: 1.000

Maximum Credits: 7.000

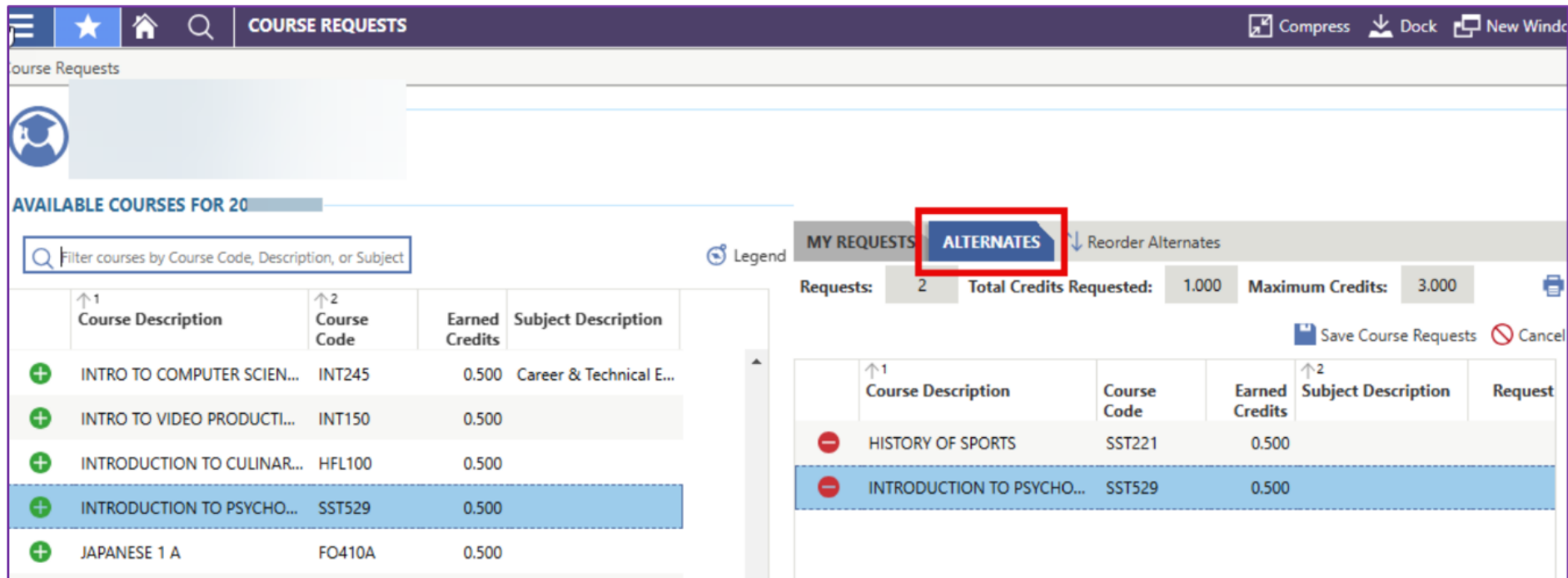
Save Course Requests

Cancel

↑1	Course Description	↑2	Course Code	Earned Credits	Subject Description
+	CHOIR A		MU300A	0.500	Art
+	CHOIR B		MU300B	0.500	Art
+	CONCT CHORALE A		MU305A	0.500	Art
+	CONCT CHORALE B		MU305B	0.500	Art

	↑1	Course Description	Course Code	Earned Credits	↑2	Subject Description	Req
-		CHOIR A	MU300A	0.500	Art		
-		CHOIR B	MU300B	0.500	Art		

4. Click on the **Alternates** tab and follow the same process to request Alternates:



The screenshot shows the 'COURSE REQUESTS' application interface. The 'ALTERNATES' tab is selected and highlighted with a red box. The interface includes a search bar, a list of available courses, and a table of requested alternates.

AVAILABLE COURSES FOR 20...

Filter courses by Course Code, Description, or Subject

↑1 Course Description	↑2 Course Code	Earned Credits	Subject Description
+ INTRO TO COMPUTER SCIEN...	INT245	0.500	Career & Technical E...
+ INTRO TO VIDEO PRODUCTI...	INT150	0.500	
+ INTRODUCTION TO CULINAR...	HFL100	0.500	
+ INTRODUCTION TO PSYCHO...	SST529	0.500	
+ JAPANESE 1 A	FO410A	0.500	

MY REQUESTS **ALTERNATES** Reorder Alternates


Requests: 2 Total Credits Requested: 1.000 Maximum Credits: 3.000

Save Course Requests Cancel

↑1 Course Description	Course Code	Earned Credits	↑2 Subject Description	Request
- HISTORY OF SPORTS	SST221	0.500		
- INTRODUCTION TO PSYCHO...	SST529	0.500		

5. When you are finished, click **Save Course Requests**

Course Requests



3

AVAILABLE COURSES FOR 20

Filter courses by Course Code, Description, or Subject

	↑1 Course Description	↑2 Course Code	Earned Credits	Subject Description
+	INTRO TO COMPUTER SCIEN...	INT245	0.500	Career & Technical E...
+	INTRO TO VIDEO PRODUCTI...	INT150	0.500	
+	INTRODUCTION TO CULINAR...	HFL100	0.500	
+	INTRODUCTION TO PSYCHO...	SST529	0.500	

Legend

MY REQUESTS

ALTERNATES

↕ Reorder Alternates

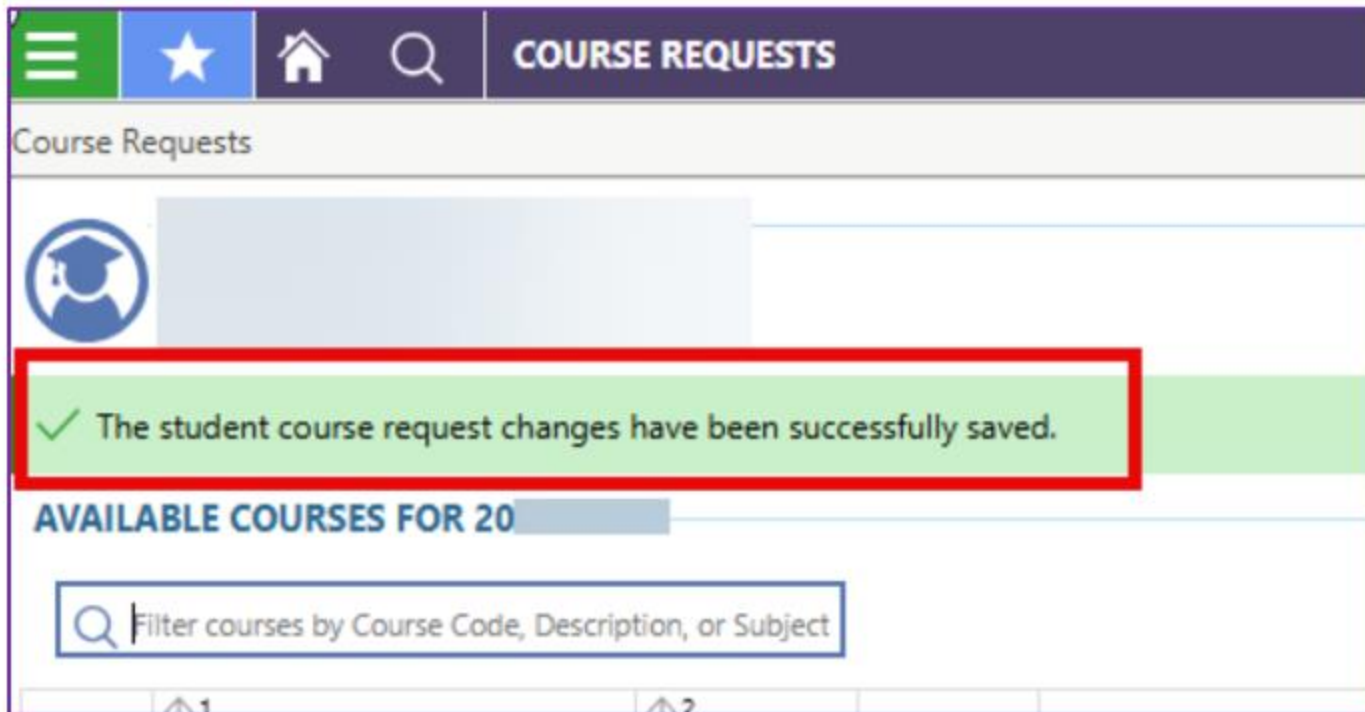
Requests: 2
Total Credits Requested: 1.000
Maximum Credits: 3.000

Save Course Requests

Cancel

	↑1 Course Description	Course Code	Earned Credits	↑2 Subject Description	Reque
−	HISTORY OF SPORTS	SST221	0.500		
−	INTRODUCTION TO PSYCHO...	SST529	0.500		

6. A message will appear saying that the course requests have been saved, and you can log out of Student Access.



Student Course Request Process

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 - If you request 2 year-long electives, you will be required to complete Independent PE and Health (completed outside of the school day + \$130 fee). **Due by 3/14.**
 - If you are applying to be a WAVE Leader, WAVE Leadership applications are **due by 3/14**. Students will be notified before the end of the school year.
3. Use the resources on the [Pine Lake website](#) to successfully complete the CRP. If you need help, come to the counseling center.

Due date for all course requests is **Monday, March 10th at 8:30 am.**

Timeline for Course Request Process

March 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	1
2	3	4 Course Request Process (CRP) Meeting	5 CRP OPENS	6 Q & A during Homeroom: Art, WAVE, Spanish, Indep. PE & Health	7 Q & A during B Lunch with Counselors	8
9	10 CRP CLOSES	11	12	13	14 Independent PE & Health form due to the Counseling Area	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	<div>Notes: CRP: Course Request Process Q & A: Question and Answer</div>				

Still Have Questions?

If you're unsure about your course choices, take these steps:

- **Do Your Research:** Review the course descriptions to learn more.
- **Talk it Over:** Discuss your options with your parent or guardian.
- **Reflect:** Think about what you can realistically handle both during school and outside of your school day, keeping current obligations in mind.
- **Q & A time this Thursday during homeroom:** Come to the commons for any clarifying questions you have.
- **Ask Your Counselor:** Stop by to ask your counselor questions this **Friday** during lunch.

We're here to support you—let us know how we can help!



ISSAQUAH
SCHOOL DISTRICT 411

The background of the slide is a photograph of a school building. The building is a long, multi-story structure with a mix of brick and light-colored siding. To the right of the building, an American flag flies on a tall pole. The sky is blue with a few white clouds. In the foreground, there is a paved area and some low-lying vegetation.

Thank you!