



Welcome Incoming 7th 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. 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 request three alternate courses and rank them by preference.
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.**

Your schedule will look like one of these examples:

If you request **3 trimester electives**:





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

If you request a **year-long elective**:

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



Math Pathway

You will be automatically enrolled in your class

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

Science Path

You will be automatically enrolled in your class

<i>If you are taking...</i>	<i>You will take...</i>
<u>Life Science</u> 	Earth and Space Science
<u>Earth and Space Science</u> 	Physical Science

Language Arts Options – LA 7 or Advanced LA 7

Students requesting Advanced LA should:

- Reflect student's interest and aspirations in that course of study.
- Have strong 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 school. Please consider all responsibilities, including sports, music and club affiliations.
- Grading will reflect the higher level of rigor in the class.

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

Elective Paths

Elective requests 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.)

- Art
- Computer Science 2
- Computer Science 3
- Film Making
- Integrated Projects (offered Tri 2)
- Intro to Leadership
- Photography
- Speech & Debate (Intro & Advanced)
- Woodshop 1 (offered Tri 1)
- Woodshop 2 (offered Tri 3)
- Yearbook

☐ I want to take 1 year-long elective

Band (played in 6th grade)
Choir
Orchestra (played in 6th grade)

Frequently Asked Questions:

- Do I have to take Intro to Leadership to qualify for WAVE in 8th grade?
 - No, but it may help you decide if you want to take year-long WAVE in 8th grade. (And Mr. Ensey says it's a great class. :))

Where 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:



Course Request Process



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

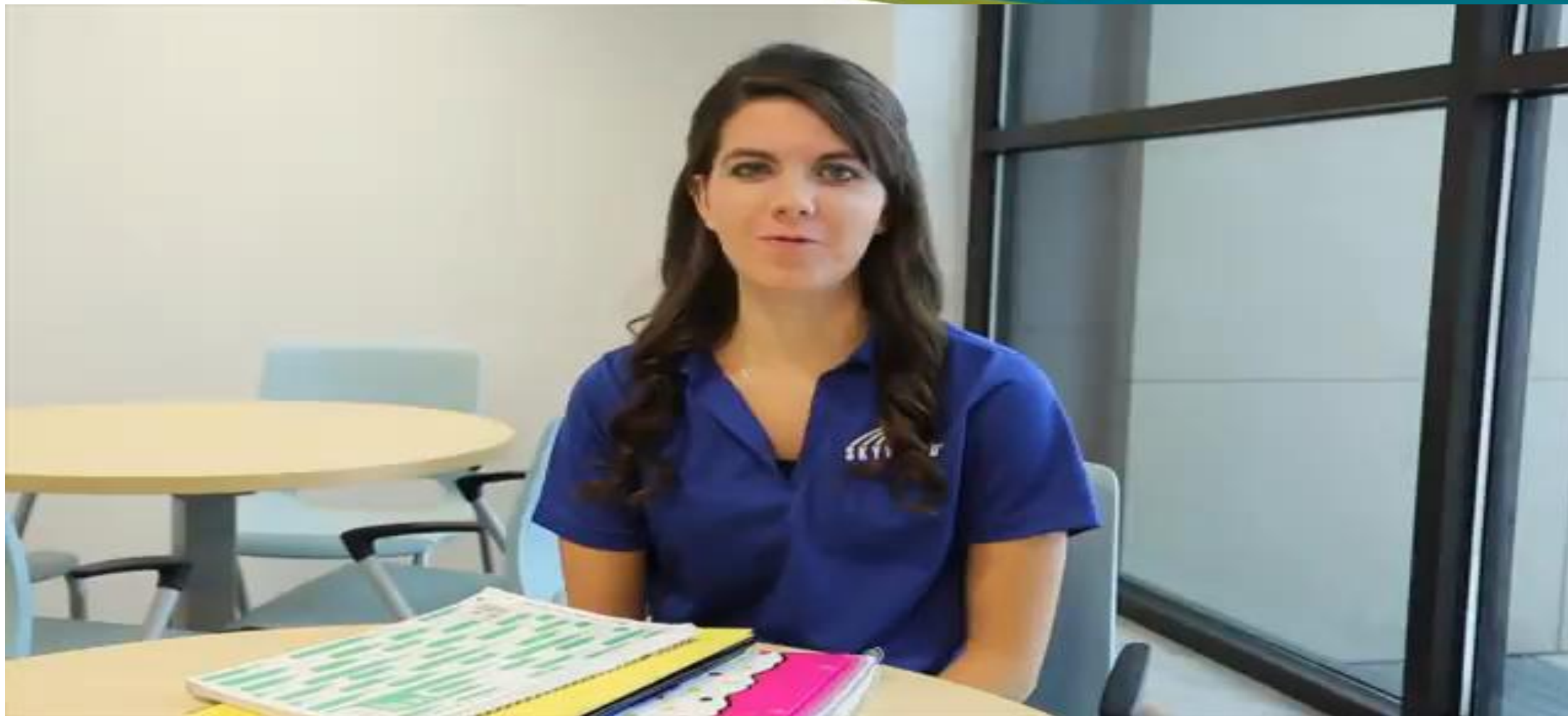
Counseling

School Counseling and Mental Health in the Issaquah School District

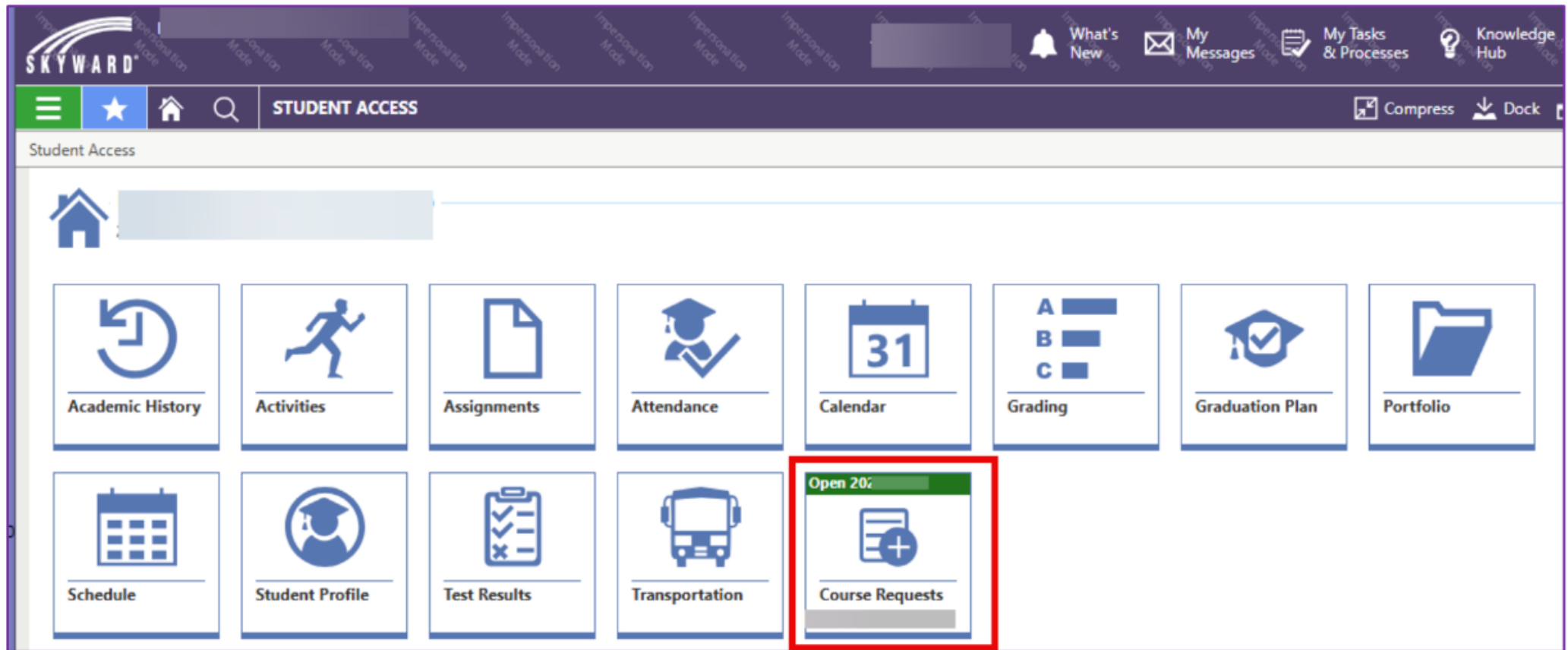
Issaquah schools provide comprehensive guidance and school counseling services in each building. All students have access to and the right to participate in these programs, which focus on academic, career

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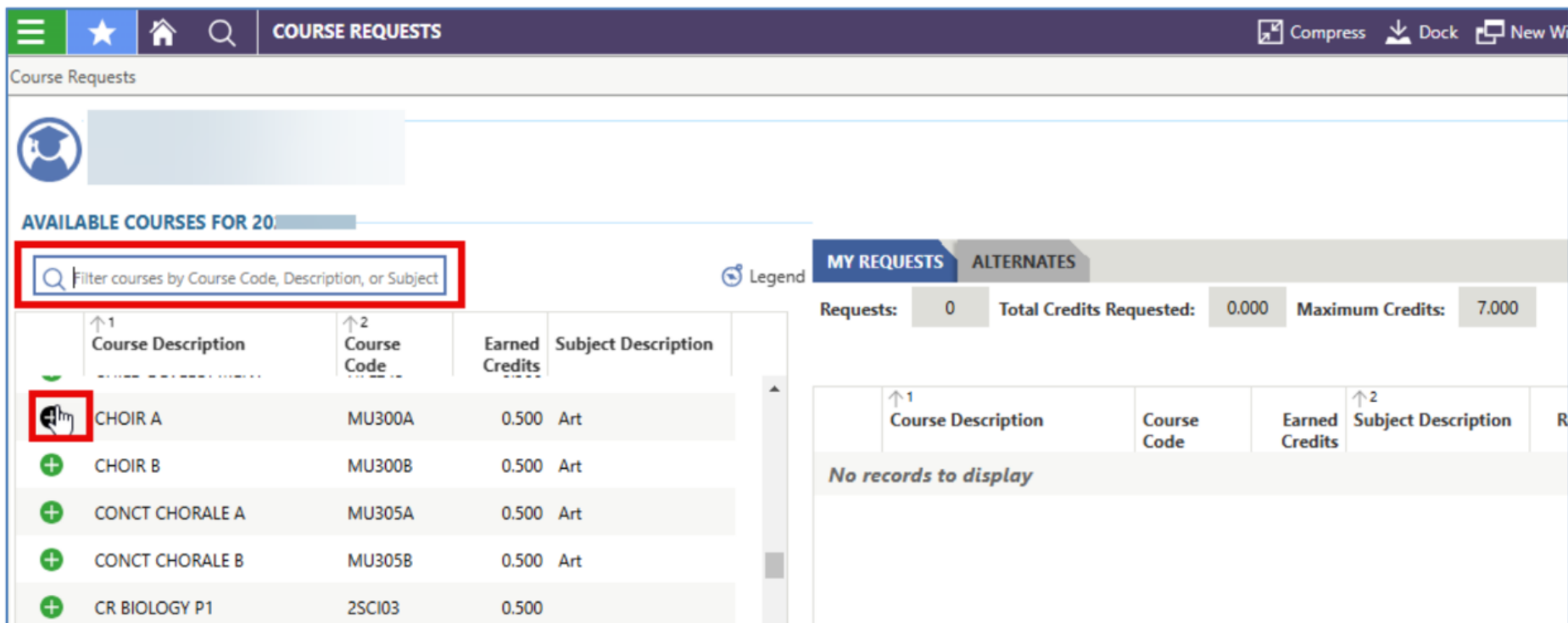
Course Request Process >



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 this, there is a search bar labeled '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 FOR 20...'. 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 table, there is a 'MY REQUESTS' section with a 'Legend' icon. Below this, there is a summary bar showing 'Requests: 0', 'Total Credits Requested: 0.000', and 'Maximum Credits: 7.000'. Below the summary bar, there is a table with columns for 'Course Description', 'Course Code', 'Earned Credits', and 'Subject Description'. The table is currently empty, displaying '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.

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COURSE REQUESTS

Compress

Dock

New Window

Course Requests



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

AVAILABLE COURSES FOR 2024

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		

4a. If choosing trimester-long electives, make sure they are showing in order of preference.

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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

Legend

MY REQUESTS

ALTERNATES

Requests: 2

Total Credits Requested: 1.000

Maximum Credits: 7.000

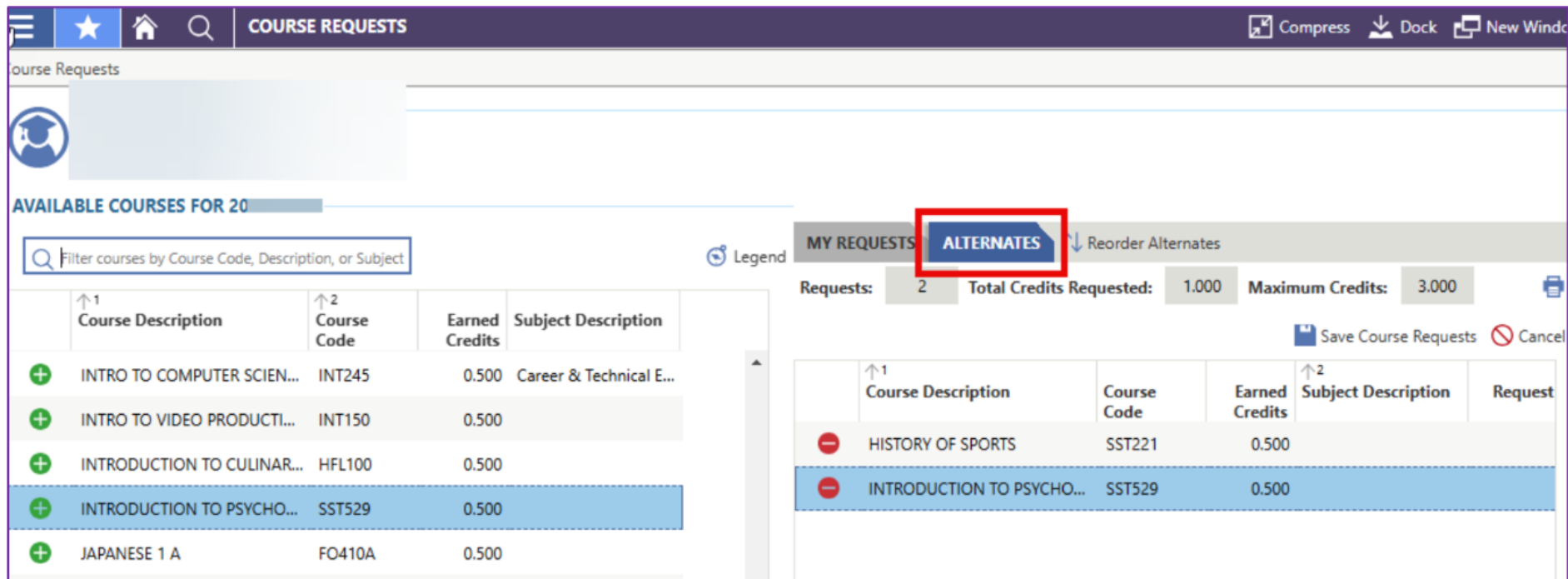
Save Course Requests

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		

4b. If choosing trimester-long electives, click on the "Alternates" tab and choose 3 extra electives (as your alternates):



The screenshot shows the "COURSE REQUESTS" interface. The "ALTERNATES" tab is selected and highlighted with a red box. The interface displays a list of available courses for 2024 and a list of requested courses with their alternates.

AVAILABLE COURSES FOR 2024

Course Description	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

Course Description	Course Code	Earned Credits	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



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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	

MY REQUESTS



ALTERNATES

↕ Reorder Alternates

Requests: 2

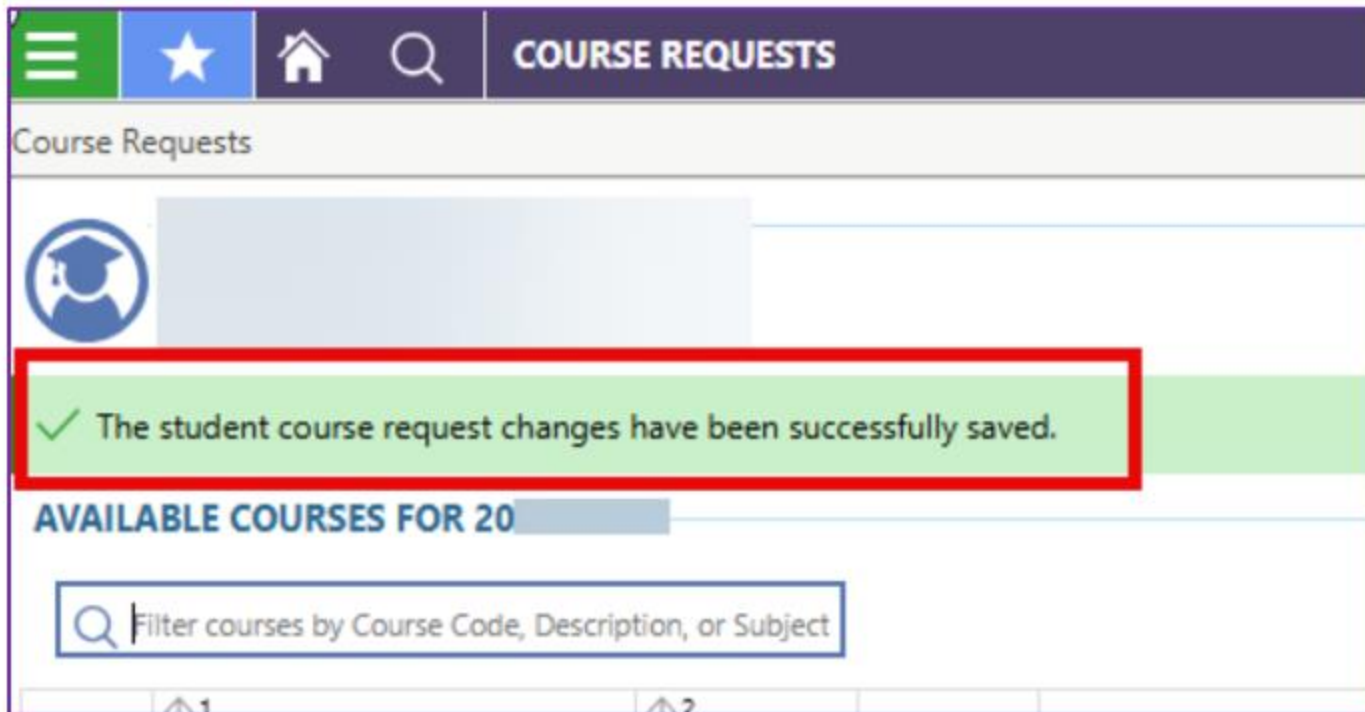
Total Credits Requested: 1.000

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.



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3. Use the resources on the [Pine Lake website](#) to successfully complete the CRP. If you still need help/clarification, come to the counseling center.

Due date for all course requests is **Monday, March 10th at 8 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	7 Q & A during A & B Lunch with Counselors	8
9	10 CRP CLOSES	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Notes: CRP: Course Request Process Q & A: Question and Answer				

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.
- **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!