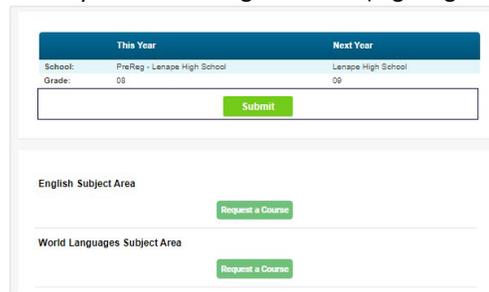


1-Click **Scheduling** in the navigation menu on the left of the screen. Note the *pre-selected* courses (half-year Health Education, as well as other courses as applicable).

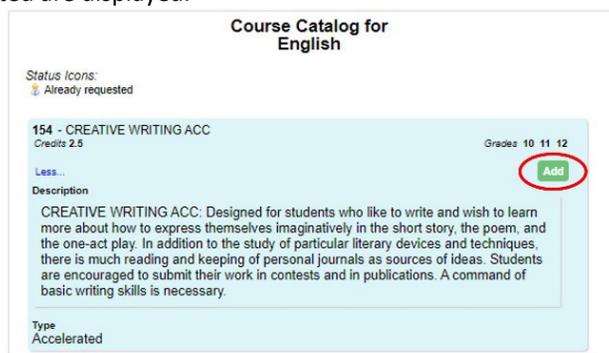


2-Click **Request** in the navigation menu. Read the Information box and review the LRHSD Program of Studies (POS).

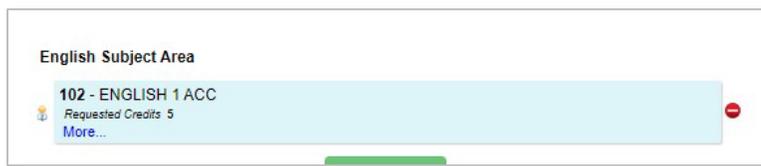
3-Select a **Subject Area** required for your student's grade level (e.g. English). Click **Request a Course**.



4-In the subject area's course catalog, Click **Add** to select the course desired. Each time after clicking *Add*, you will be redirected back to **Subject Area**, where courses selected are displayed.



To delete a request, click the MINUS icon . Then Click Submit. To select another course in that subject area, click *Request a Course*.



5-In addition, select 2 additional courses as alternates and indicate this by typing Alternate 1 or Alternate 2 in the Note: space provided.



6-Review your requests and make sure they fill 8 full-year periods (including any courses that were *pre-selected*) and that you selected 2 additional courses as alternates.

7-Click on the Requests page after reviewing all your selections. Clicking **SUBMIT** (*and type SUBMIT in the pop-up window*) finalizes course requests and indicates the parent/guardian has reviewed the Program of Studies. Any schedule change request must be submitted by the parent/guardian to the school Counseling Center.