

# Incoming Grade 9 Scheduling Instructions

In Parent Access, select “scheduling” (1) and then select “requests” (2).

The screenshot shows the Genesis Parent Access interface. On the left is a dark blue navigation menu with the following items: Student Data, Summary, Attendance, Grading, Fees And Fines, Gradebook, Scheduling (highlighted with a red box and labeled #1), and Requests (highlighted with a red box and labeled #2). The main content area shows a student's profile with a notification: "has been assigned to grade 09 and will attend Churchill Junior High School in 2026-27". Below this is a section titled "Course Requests for 2026-27" with a PDF icon. A message states: "These courses have been requested for the next school year." Below the message is a table:

Course	Credits
2722 - HEALTH 9	2.500
2726 - PHYSICAL EDUCATION 9	2.500

Please note, the courses listed to the right have been pre-requested for all 9<sup>th</sup> graders. Click on “request a course” (3) in any of the categories. You will see available courses for that category listed. Select the green “add” button (4). A confirmation window will pop up and select “add request”. You must go back into requests to choose the next course.

***Students who have an Individualized Education Program are required to be enrolled in the courses mandated by their IEP. Those courses will not be reflected on Parent Access and will be scheduled by the CST case manager in conjunction with the school counselor.***

COURSE	CREDITS
2722 - HEALTH 9	2.500
2726 - PHYSICAL EDUCATION 9	2.500

## English Subject Area

[Request a Course](#) #3

### 2015 - ENGLISH 9

Credits 5

Grades 09

[More...](#)

[Add](#) #4

### Add Course Request for 2...

Add request for ENGLISH 9

Note:

#5

[Add Request](#)

[Cancel](#)

You will find all available electives under “Electives- Additional Subject Area”. **Please put a number from 1 (highest priority) to 12 (lowest priority) in the "note" field to prioritize your elective requests.** You may refer to the online course guide at <https://www.ebnet.org/academics/courseguide> to help inform your decisions. *Please keep in mind, course requests do not guarantee placement in a particular course, though every effort will be made to accommodate scheduling requests.* The start of each course has an abbreviation to help organize courses based on the category that it is in. The abbreviation “ENG” stands for English, “PE” stands for Physical Education, “SS” stands for Social Studies, “SCI” stands for Science, “FA” stands for Fine and Performing Arts and “PA” stands for Practical Arts. Practical Art classes are followed by a “CT” for Computer Technology, “E” for Engineering, or “FCS” for Family Consumer Science.

**Add Course Request for 2114** ✕

Add request for SCI- FORENSIC SCIENCE

Note:

1|

**Add Course Request for 2465** ✕

Add request for SS- EXPLORING TECH IN SOCIETY

Note:

12|

For World Language, please prioritize your top three requests by picking your first choice and 2 alternate courses. **Please put a number 1 (highest priority) through 3 (lowest priority) in the “note” field to prioritize your language requests.**

**Add Course Request for 2...** ✕

Add request for FRENCH IV H

Note:

1|

When you are done, your World Language Subject Area should look like this.


**World Language Subject Area** i

- 2205 - GERMAN I More... ⊖
- 2221 - FRENCH IV H More... ⊖
- 2238 - MANDARIN I More... ⊖

The requested courses show up on the main page along with the priority level. To delete a request, click on the red circle icon to the right and select “submit”. Your requests automatically save for the next time you return to scheduling.


**Do not click submit until you are sure that your requests are correct as you will be locked out of scheduling!**

**English Subject Area** ⓘ

2015 - ENGLISH 9   
[More...](#)


---

**Mathematics Subject Area** ⓘ

2171 - ALGEBRA II H   
[More...](#)


---

**Science Subject Area** ⓘ

2110 - BIOLOGY   
[More...](#)

---

**Social Studies Subject Area** ⓘ

2063 - US HISTORY I   
[More...](#)

When you are ready to submit your requests, select the green “submit” button and then type SUBMIT (all caps) in the new window.

	This Year	Next Year
School:	Churchill Junior High School	Churchill Junior High School
Grade:	08	09

Once request have been submitted NO changes can be made. The program automatically saves your requests, so you only submit once you have made all of your selections and are sure these are correct. All Academic & Honors classes are scheduled by the department supervisors. To see the criteria for placement please refer to the course catalog.

**Submit**

**parents.ebnet.org says**

Please type the word SUBMIT (in all caps) to confirm.

SUBMIT

**OK** Cancel