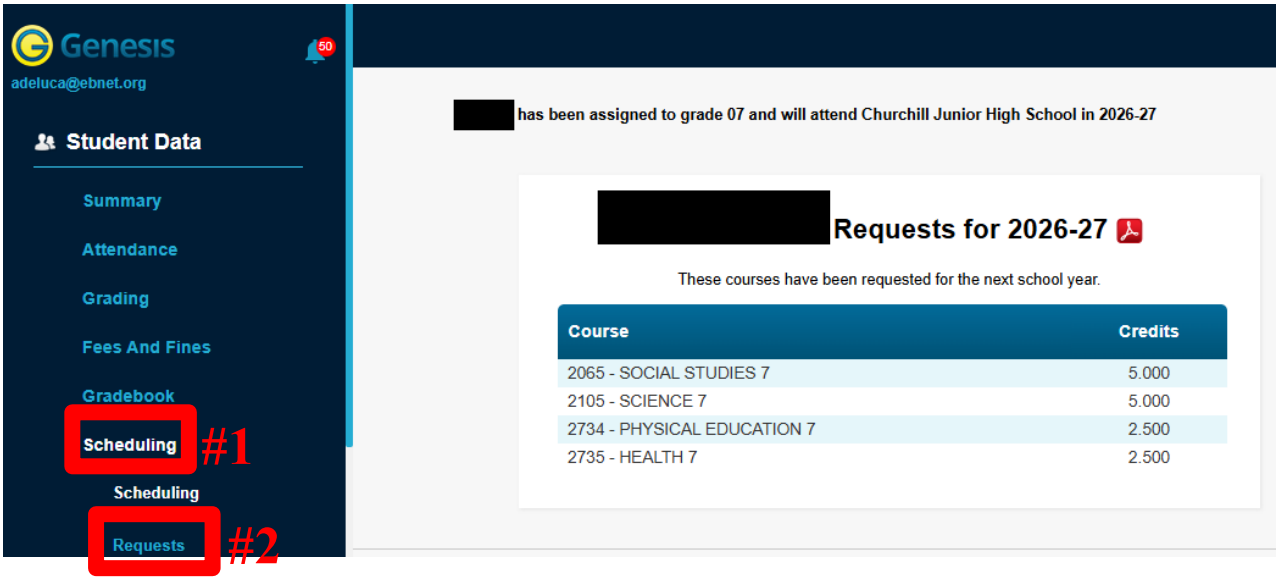
# Incoming Grade 7 Scheduling Instructions

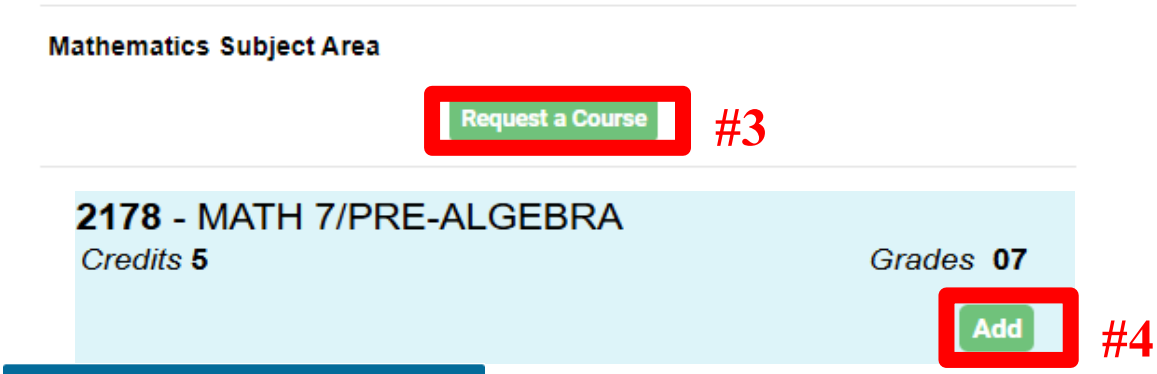
In Parent Access, select “scheduling” (1) and then select “requests” (2).

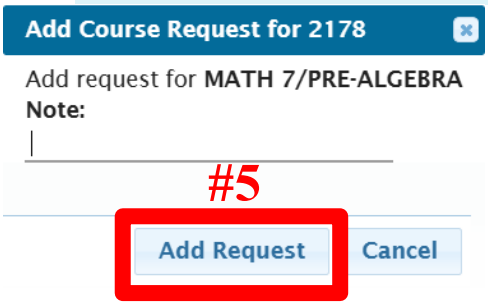



Please note, the courses listed to the right have been pre-requested for all 7th graders. Click on “request a course” (3) in any of the categories. You will see available courses for that category listed. Select the green “add” button (4). A confirmation window will pop up and select “add request”. You 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.***

These courses have been requested for the next school year.

| COURSE | DESCRIPTION | CREDITS |
|---|---|---|
| 2065 | SOCIAL STUDIES 7 | 5.000 |
| 2105 | SCIENCE 7 | 5.000 |
| 2734 | PHYSICAL EDUCATION 7 | 2.500 |
| 2735 | HEALTH 7 | 2.500 |



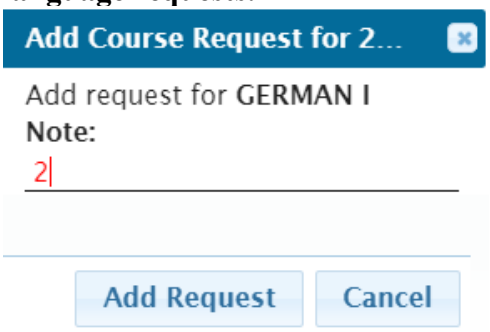
You will find all available electives under “Electives- Additional Subject Area”. **Please put a number from 1 (highest priority) to 12 (lowest priority) in the "note" field to prioritize your elective requests.** You may refer to the online course guide at www.ebnet.org/courseguide to help inform your 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 “FA” stands for Fine Arts and “PA” stands for Practical Arts.



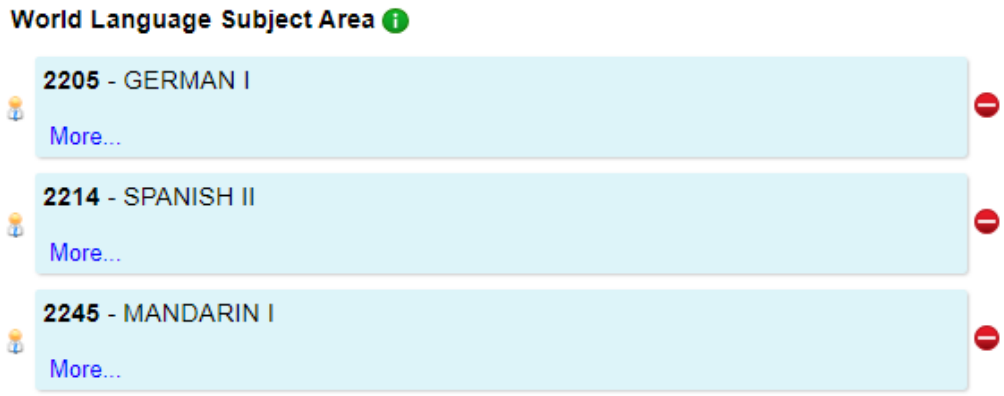




For World Language, please prioritize your top three requests by picking your first choice and 2 alternate courses. **Please put a number 1 (highest priority), 3 (lowest priority) in the "note" field to prioritize your language requests.**

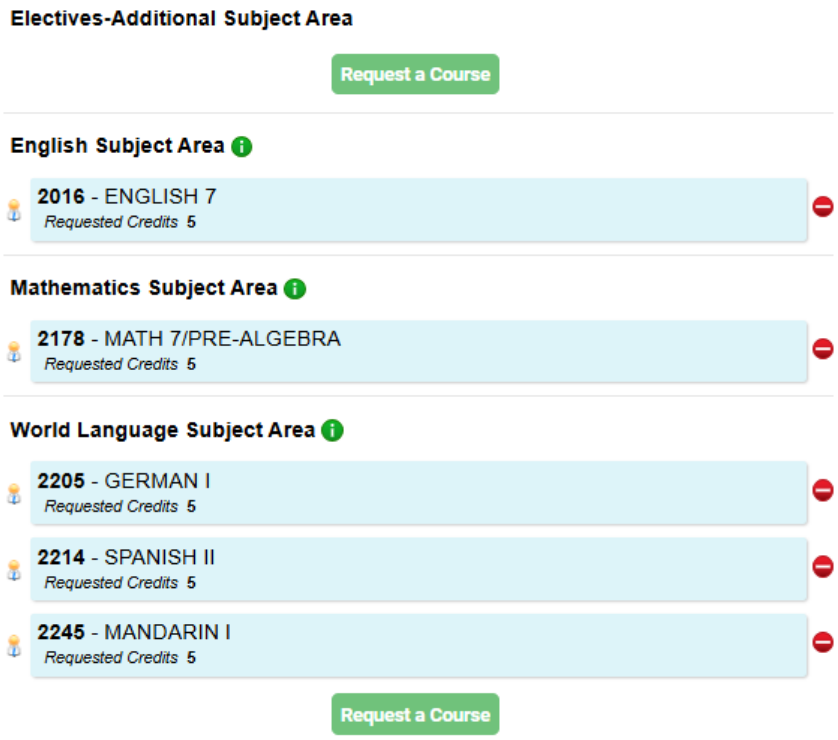



When you are done, your World Language Subject Area should look like this.



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!**




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

