

Online Course Request Instructions

This year we are launching online Course Requests through ParentsWeb! Students and/or parents may select courses online starting at 8:00 am on January 10, 2011. As students complete their course selection and submit, they will automatically be given by RenWeb an ordinal number. So, basically, those who register first and have submitted their re-enrollment forms and fees by the due dates, will receive a lower number and therefore will be more likely to receive the elective course(s) of their choice.

The process of making Course Requests is a separate procedure in the re-enrollment process and takes place in a different section of ParentsWeb than where your packet of forms for re-enrollment is located. Of all the information we collect for re-enrollment, course requests are probably the most important because they determine your child's schedule for next year and drive our staffing and master schedule creation.

Please take time to carefully choose your courses. Students will automatically be assigned a number based on order in which they completed the course selection process online. Once your requests have been made, you have up to April 30, to make changes. PLEASE NOTE, however, that any course request *change* that you make will result in you "losing" your low number for that particular course. This is why it is important that you take care in selecting your courses.

Course Information

Please read the document titled "High School Course Information" or "Middle School Course Information" for Honors and AP details, elective course descriptions, and a complete list of the 2011-2012 courses. This document can be found on ParentsWeb under School Information in the Resource Documents. It is also attached in .pdf form to this email.

Checklists

Before completing your course requests, please review the following checklist of considerations that may help you make the best decisions:

High School

- Are you aware of the graduation requirements for your graduating class? If not, please read the Student Handbook (located in the back of your school planner), page 125.
- Class of 2014 and beyond, please be informed about the different diploma options and plan accordingly (page 126 of student planner)
- Are you aware of the Foreign Language and/or Science requirements at the colleges you are interested in attending?
- Be sure to select six electives and pay attention to full-year and one-semester classes so that your choices fit together. For example, if you select ANY one-semester course, make sure you list at least one more semester course to fit with it.
- Before selecting Honors or AP classes, be sure to read over the criteria (page 121 of student planner). Do you qualify or WILL you by the end of the year? Think through your commitment to AP. Do you understand what AP classes will and will not do for you? Be wise in your selection of honors classes.

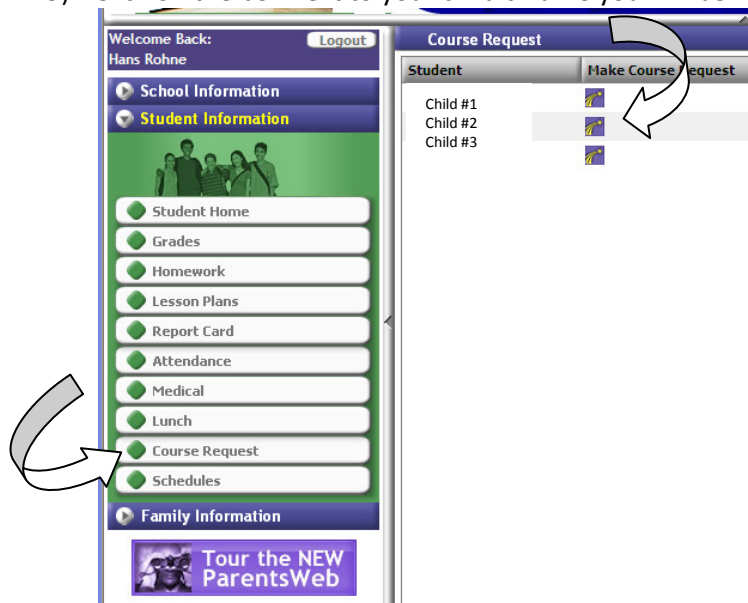
- ❑ Students that desire and request honors/AP but end up not qualifying will be notified before the summer and will be placed in a non-honors course. This will not affect your rank order for elective options.

Middle School

- ❑ Middle school students must be aware of which classes are one-semester and full-year classes. If you select Drama (one-semester) and then Band (full-year), for instance, you will not get both of them because the you will only be assigned classes that fit together (for instance, you must select one full-year elective or two one-semester electives) system will assign classes that fit together (i.e. two semester classes).
- ❑ Be sure to select six electives as middle school electives tend to fill up VERY quickly. If you don't get your first choice, or even second choice then you may get your third (or subsequent) choice.

Procedure for Online Course Requests

- 1) Log into your ParentsWeb on www.renweb.com
- 2) District code is "prca-az"
- 3) Select "Student Information" on the left-hand drop-down menu
- 4) Click on "Course Request"
- 5) Click on the box next to your child's name you will be making course requests for.



- 6) Only the courses that are available to your child will appear in the drop-down menus.
- 7) If there is a subject that you are opting out of (i.e. a Senior not taking Foreign Language), just leave it blank.

Questions?

For questions about online course requests, please contact Teri Rohne at teri.rohne@prca-tucson.org.