

## Requests

Click the *Requests* link on the left to view any course requests for the selected academic session (school year). To insert a new request, click **Add**. Enter search criteria and click **Next**. If no criteria are selected, all courses will display. Place a check next to the course(s) to request and click **Create**. Requests will be entered in a status of *Pending* until approved by the school. Requests will display in a status of *Pending (Awaiting Approval – P)*, *Approved (A)* or *Rejected (R)*. If the request has not yet been approved or rejected by the school, the user may delete it by placing a check next to the request and clicking **Delete**.

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Adams, Amy Louise > Student Information > Requests

Click to add a new request
Add 
Delete

<input type="checkbox"/>	Course	Term (s)	Start	Required	Type	Pre Sect	Pre Staff	Status
<input type="checkbox"/>	Business Principals & Applic			No	Primary			A
<input type="checkbox"/>	College Prep English			No	Primary			A
<input type="checkbox"/>	Coop			No				P
<input type="checkbox"/>	English 12			No	Alternative			A
<input type="checkbox"/>	Forensics			Yes	Primary			A
<input type="checkbox"/>	JAVA Programming 2			No	Primary			A
<input type="checkbox"/>	Linear Algebra			No	Primary			A
<input type="checkbox"/>	PE			No	Primary			A
<input type="checkbox"/>	Senior Research Project			No	Primary			A

Add 
Delete

## Schedule

Click the *Schedule* link on the left to view the student's schedule, including the *Course Name*, *Teacher*, *Period(s)* of day, *Days*, *Terms* and *Room*. To view only one term of courses, select the term from the list.

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Adams, Amy Louise > Student Information > Schedule

Term

Course	Teacher	Period(s)	Days	Term(s)	Room
Forensics	Benton, Laura	1	M, T, W, H, F	Term 1, Term 2	201
Business Principals & Applic	Picasso, Pablo	4	M, T, W, H, F	Term 1, Term 2	105
JAVA Programming 2	Gordon, Jeff	6	M, T, W, H, F	Term 1, Term 2	203
PE	Cash, Tabby	7	M, T, W, H, F	Term 1, Term 2	103
World History	Sanders, Jarod	5	M, T, W, H, F	Term 1, Term 2	104
College Prep English	Howard, Katie	2	M, T, W, H, F	Term 1, Term 2	121
Linear Algebra	Pitt, Brad	3	M, T, W, H, F	Term 1, Term 2	205