

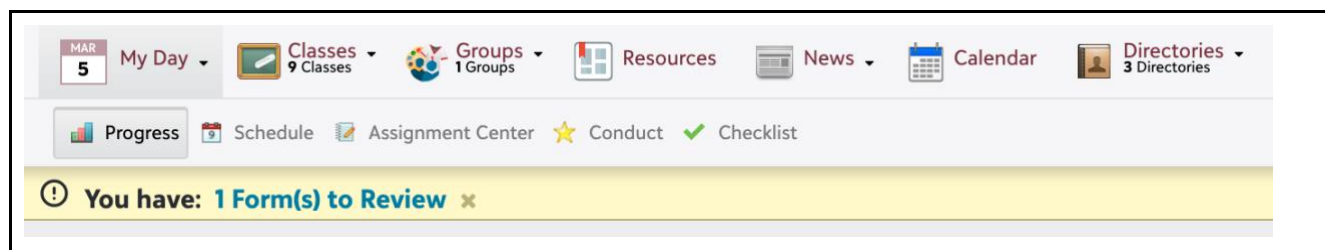


Initial Course Requests for 2021-22

In the coming week, every student in grades 9-11 and their families will craft an initial slate of course requests that provides the appropriate level of challenge to foster academic growth while maintaining personal balance. By developing this list before spring break, there is time for reflection and refinement before we finalize this list at the end of April.

Starting **Monday, March 8th**, students and parents will be able to view course recommendations for the 2021-22 school year on mySchoolApp. Please review this information and the [Upper School Course Description Guide](#) as a family **before advisory on Tuesday, March 9th**, when students will be able to make adjustments to these records in mySchoolApp.

During advisory on Tuesday and Wednesday, students will review the course request process. Also, both parents/guardians and students will receive the **Initial Course Request Confirmation Form** that will appear after logging into mySchoolApp (see screenshot below). This form should be completed after students complete their list of course requests.



On **Wednesday, March 10th**, all applicants for GOA or MSON courses will receive an email to confirm the status of their application. These students should wait to make significant changes to their course requests until after that recommendation is listed, if applicable.

By **Tuesday, March 16th**, every student in grades 9-11 and at least one parent/guardian should complete the **Initial Course Request Confirmation Form**. After this date, students will not be able to make further adjustments in mySchoolApp.

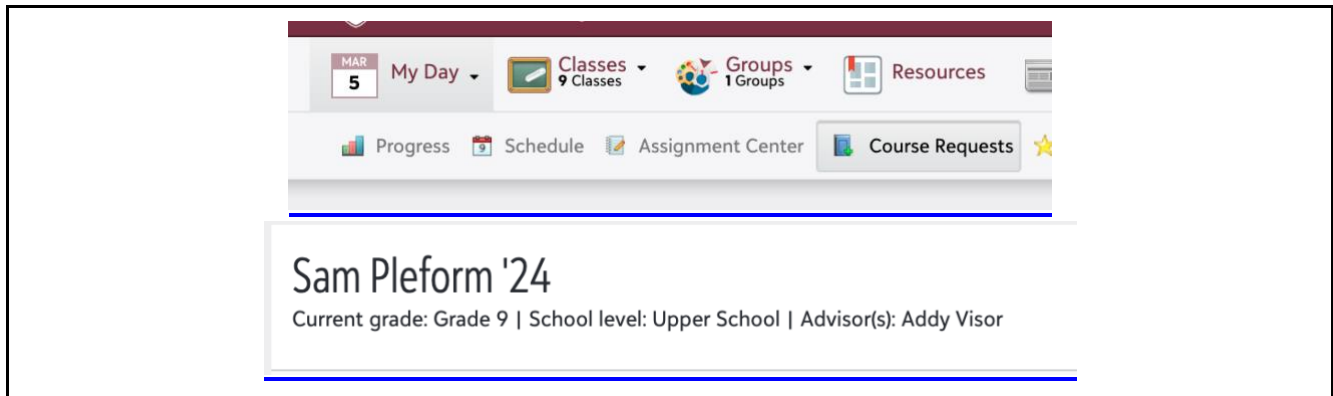
At the **end of April**, however, students will have another opportunity to make any final adjustments to their course requests in mySchoolApp and submit a Final Course Request Confirmation form.

If parents have any questions about the process in the coming week, please contact your child's advisor or Mr. Dow (dowc@columbusacademy.org).

mySchoolApp Course Request Process

After logging into your [mySchoolApp](#) account,

- Students can access teacher recommendations by clicking on the “Course Request” tab.
- Using your own mySchoolApp accounts, parents and guardians can view this information by selecting a student and then clicking on the “Course Request” tab.



Course Request Screen Layout

- Recommendations are listed in the **Recommendations** box (bottom right).
- Potential elective alternate classes are listed in the **Available Courses** box (left side).
- As students convert recommendations to requests and add available courses, they will appear in the **Selected Requests** box (top right).

Course requests for 2021 - 2022

Details will be entered soon.

Available Courses

> Fine/Performing Arts	19 Offerings 0 Requests
> Global Online Academy - GOA	3 Offerings 0 Requests
> Malone Schools Online Network - MSON	3 Offerings 0 Requests
> Mathematics	15 Offerings 0 Requests
> Miscellaneous	8 Offerings 0 Requests
> English/Language Arts	2 Offerings 0 Requests
> History/Social Studies	2 Offerings 0 Requests
> Science	6 Offerings 0 Requests
> World Languages	23 Offerings 0 Requests

Selected requests

View All year

0

+

0

+

0

=

0

1st Semester

2nd Semester

Any term requests

Requests per term

Recommendations

Course	Details	
Advanced Chemistry	1st Semester, 2nd Semester	
Recommended by Joel Davis		
Advanced English 10	1st Semester, 2nd Semester	
Recommended by Pat Hogan		
Honors Computer Science 1	1st Semester, 2nd Semester	
Recommended by Sean Corey		

Step 1: Convert Recommendations to Requests

Recommendations

Course

Details

Advanced Chemistry 1st Semester, 2nd Semester

Recommended by Joel Davis



Advanced English 10 1st Semester, 2nd Semester

Recommended by Pat Hogan



Honors Computer Science 1 1st Semester, 2nd Semester

Recommended by Sean Corey



Students will begin the process by accepting the recommendations by clicking the “+” next to each recommended course.

If a teacher recommended multiple classes, students may choose their preferred course and leave the other class(es) as a recommendation.

Selected requests

View All year ▼

2 + 2 + 0 = 2
1st Semester 2nd Semester Any term requests Requests per term

1 Advanced English 10 1st Semester, 2nd Semester

Recommended by Pat Hogan

Request status

Approve

Deny

Pending



2 Advanced Chemistry 1st Semester, 2nd Semester

Recommended by Joel Davis

Request status

Approve

Deny

Pending



Recommendations

Course

Details

Honors Computer Science 1 1st Semester, 2nd Semester

Recommended by Sean Corey



Journalism 2 1st Semester, 2nd Semester

Recommended by Pat Hogan



Modern World History 1st Semester, 2nd Semester

Recommended by Faouzie Alchahal



Photography 1 1st Semester, 2nd Semester



As courses are selected, they will appear in blue in the “Selected Requests” section.

IMPORTANT: Students should first request between **5.0 and 6.0 credits of academic courses** (English, History, Math, Science, World Language, Global Online Academy, Malone Schools Online Network).

If **5.0 academic credits** are chosen, **up to 2.0 elective credits** may be selected (Fine Arts, Performing Arts, Computer Science).

If **6.0 academic credits** are chosen, **up to 1.0 elective credits** may be selected.

A **maximum of 7.0 credits** can be scheduled during the school day.

NOTE: This limit does not include Zero-Period Classes (Journalism, Debate, and Jazz Band) or the following required classes (Health, Freshman Research, Ethics, Junior Speech). **Required classes will be added by the US Office after course requests have been completed.**

[continue to Step 2]

Step 2: Record Appeals

Selected requests

View All year ▼

2 1st Semester + **2** 2nd Semester + **0** Any term requests = **2** Requests per term

1 Advanced English 10 1st Semester, 2nd Semester

Recommended by Pat Hogan

Request status

Approve Deny Pending

Note

2 Advanced Chemistry 1st Semester, 2nd Semester

Recommended by Joel Davis

Request status

Approve Deny Pending

If a student wishes to **appeal for an advanced or honors course**, they should add the recommended standard-level class and then click on the “Note” icon to briefly record their appeal.

Students should explain the **rationale for their appeal** on the Initial Course Request Confirmation Form.

If a student has been recommended for an advanced or honors course and **wants to take standard-level**, leave the class as a recommendation and add the standard-level class in the next step.

[continue to Step 3]

Step 3: Add Elective and Other Available Courses

Available Courses

> Fine/Performing Arts

19 Offerings 0 Requests

> Mathematics

15 Offerings 0 Requests

> Miscellaneous

5 Offerings 0 Requests

Request

Journalism - S1

0.25 credits

1st Semester - 1 term

Request

Journalism - S2

0.25 credits

Completed

Request

Journalism 2

Prerequisite(s): Journalism - S1, Journalism - S2

0.25 credits

1st Semester - 2 terms

Click the drop-down “>” for each department and explore other potential courses that may be added as long as the prerequisite classes have been taken.

To add a class to your “Selected Requests” list, click the **Request** box (see below).

> Fine/Performing Arts

19 Offerings 0 Requests

> Mathematics

15 Offerings 0 Requests

> Miscellaneous

5 Offerings 1 Requests

Request

Journalism - S1

0.25 credits

1st Semester - 1 term

Request

Journalism - S2

0.25 credits

Completed

View

All year

1

1st Semester

+

0

2nd Semester

+

0

Any term requests

=

0.5

Requests per term

1 Journalism - S1

1st Semester

Request status

Approve

Deny

Pending

Selected requests

View

All year

1

1st Semester

+

0

2nd Semester

+

0

Any term requests

=

0.5

Requests per term

1 Journalism - S1

1st Semester

Remove

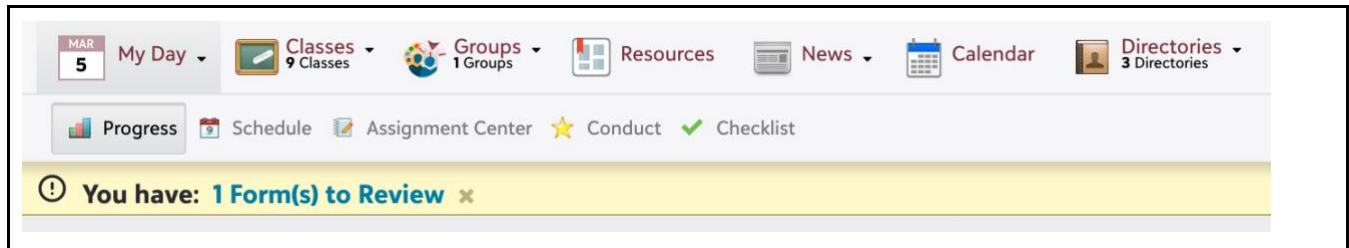
To remove a course from your Selected Requests, click the **trash can**.

[continue to Step 4]

Step 4: Review Selected Requests with Advisor & Family

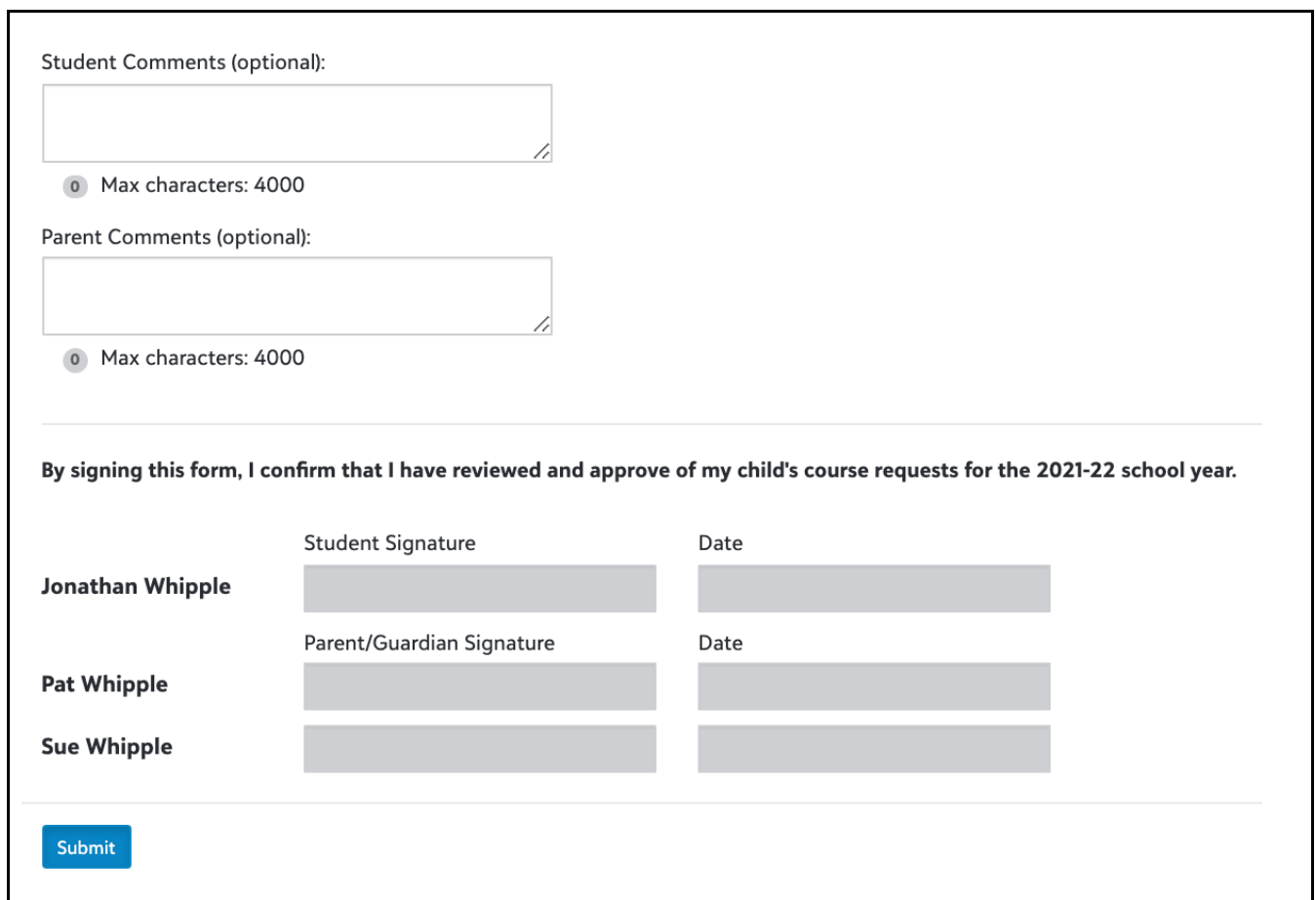
Step 5: Complete Initial Course Request Confirmation Form

- Students and at least one parent/guardian should click the “1 Form(s) to Review” to access the online form.



The screenshot shows a web interface with a top navigation bar containing icons and labels for 'My Day', 'Classes' (9 Classes), 'Groups' (1 Groups), 'Resources', 'News', 'Calendar', and 'Directories' (3 Directories). Below this is a secondary bar with 'Progress', 'Schedule', 'Assignment Center', 'Conduct', and 'Checklist'. A prominent yellow banner at the bottom of the interface reads: 'You have: 1 Form(s) to Review' with a close button (x).

- After reviewing your Selected Requests with your family, both students and at least one parent/guardian should complete the comments section to share any additional information and explain the rationale for any appeals. Then sign the form to confirm this initial slate of classes.



The form completion page includes two optional comment sections, each with a text area and a 'Max characters: 4000' indicator. Below these is a confirmation statement: 'By signing this form, I confirm that I have reviewed and approve of my child's course requests for the 2021-22 school year.' The signature section contains three rows, each with a name, a 'Student Signature' or 'Parent/Guardian Signature' field, and a 'Date' field. The names listed are Jonathan Whipple, Pat Whipple, and Sue Whipple. A blue 'Submit' button is located at the bottom left of the form.

Step 6: Click submit by Tuesday, March 16th. Thank you!

Remember: There will be another opportunity to review and update these course requests and submit a Final Course Request Confirmation form in late April.