

Jefferson Township High School
Course Request Worksheet

FRESHMEN

This worksheet is a guide to help you plan your course of study for next year. Please be sure to review all the graduation requirements, course descriptions, and prerequisites in the Program of Study before making your choices through the Realtime Parent Portal. As you select courses, please keep the following guidelines in mind:

Freshmen must schedule a minimum of seven courses in each semester (35 credits). The student’s required academic courses, as recommended by the current teacher, will appear in the course selection screen. Typically, freshmen will be placed in their English, Social Studies, Mathematics, Social Studies, World Language, and PE Courses and will be able to choose two additional electives.

When choosing elective courses, keep in mind that for some of the most popular elective courses, there may not be a seat for every student who wishes to enroll, so it is important for you to choose additional electives and prioritize them according to the instructions below. When choosing electives make sure that you meet all the prerequisite requirements. Also, if you select Honors and AP electives they will either be approved or denied through a department approval process. If you are denied, you may choose to petition into the course. You must do this through your school counselor.

Students will be placed in the recommended level of a World Language that they are currently studying. If you wish to choose a different World Language, you may discuss this option with your counselor during your scheduling conference.

REALTIME PORTAL DIRECTIONS:

First, log into the Realtime parent portal and click on the menu choice “Course Requests.” You will see all the courses that you are placed in for next year in a graduation sequence. *

In order to begin choosing your electives, select the department in which the course is offered. Then locate the course you wish to schedule and click the “plus” button next to the name of the course you wish to schedule. You will see your course appear in your course selection screen. If you choose a course by accident, clicking the red “X” button will remove it from your course list.

Some students wish to take a non-credit study hall as a means of allowing them to complete academic work or obtain extra help during the school day. If you wish to schedule a study hall, select both the Fall and Spring semesters from the “Administration” department, give them the same priority level.

After you have chosen your electives click on the “Priorities” button that is located on the right of the screen. Number your priorities from one (1) to five (5) with one (1) being your top choice. If you choose 2 half-year electives, assign the half-year electives the same priority level.

Finally, submit your requests by clicking on “Finalize Requests”. Once you have finalized your requests, you will not be able to go back and revise your choices.

Please contact your child’s counselor if you have any difficulties.

*Academic Course Placements for students with IEPs will be determined at the student’s IEP meeting. Contact your child’s case manager with any questions.

NOTE: All level change requests and honors and AP petitions must be completed and turned into the school counselor prior to June 1.

Course No.	Course Title		
9100	Health & Physical Education		Phys Ed: REQUIRED
			English: REQUIRED (Teacher Placement)
			Math: REQUIRED (Teacher Placement)
			Science: REQUIRED (Teacher Placement)
			Social Studies: REQUIRED (Teacher Placement)
			World Lang: RECOMMENDED (Teacher Placement)
			Elective Priority 1
			Elective Priority 2
			Elective Priority 3
			Elective Priority 4
			Elective Priority 5

FRESHMAN COURSES

TEACHER PLACEMENT: (Courses that are part of a graduation requirement sequence) If you are required to take these courses, they will be pre-selected by your current teacher and appear on your course request list on the parent portal.

<u>ENGLISH</u>		<u>MATH</u>		<u>WORLD LANGUAGES DEPARTMENT</u>	
1120	English 9 CP	3115	Algebra 1	5110	French 1 CP
1130	English 9 Honors	3120	Algebra 1 CP	5120	French 2 CP
<u>SCIENCE</u>		3230	Geometry Honors	5125	French 2 H
4120	Earth Science CP	3330	Algebra 2 Honors	5310	Spanish 1 CP
4230	Biology Honors	<u>PHYSICAL EDUCATION DEPARTMENT</u>		5320	Spanish 2 CP
<u>SOCIAL STUDIES DEPARTMENT</u>		9100	Health & Physical Education 09	5325	Spanish 2 H
2120	World History CP			5410	ASL 1 CP
2130	World History Honors			5600	ESL

FRESHMAN ELECTIVE CHOICES: These are courses that you will be able to choose on the parent portal during course requests. Please be sure to check the Program of Studies for graduation requirements, college requirements, and departmental approval guidelines. Electives that require a departmental approval are denoted with an (!).

<u>ART DEPARTMENT</u>		<u>MUSIC DEPARTMENT</u>		<u>TECHNOLOGY DEPARTMENT</u>	
8100	Art and Design	7000	Symphonic Band CP	8400*	General Home Repairs
8110	Fine Art	7001!	Symphonic Band H	8327	Creation & Design Tech Studio CP
8120	Digital Visual Media 1	7010	Chorus CP	8328	Creation & Design Tech Studio H
<u>BUSINESS DEPARTMENT</u>		7011!	Chorus H	8330	Architecture 1
8010	Fundamentals of Business	7030*	Introduction to Music	8335!	Architecture 1H
8025*	Entrepreneurship CP		Production CP	8310	Engineering 1
8040*	Personal Finance	7035*	Guitar CP	8312!	Engineering 1H
8060	Marketing 1 H	7036*	Piano/Keyboard Lab CP	8355*	Robotics 1
8076*	Advertising and Promotion			8405*	Introduction to
8080	Accounting 1				Woodworking
<u>ENGLISH DEPARTMENT</u>		<u>NON CREDIT COURSES</u>		8285*	Video Production 1
1500	Fundamentals of Comm	<u>ADMINISTRATION</u>			
1535	Prin. of Dramatic Study CP	9900*	Academic Study Fall		
		9910*	Academic Study Spring		
<u>FAMILY AND CONSUMER SCIENCES</u>					
8500	Intro to Culinary Arts				
<u>MATHEMATICS DEPARTMENT</u>					
3490	AP Computer Science				
	Principles				
8020*	Basic Coding & Web Design				

! = Departmental Approval Required
* = Half-Year Course