This MUST be done on a regular desktop or laptop computer. This process is not available in the mobile app.

- First students must login to their student Skyward Account (not parent account).
- Second click on Schedule.

The list on the left is Available Courses. The list on the right is your Selected Courses.

- First request courses by highlighting the course on the left.
- Second click the Add Course button to move the courses over to the right side of the screen.

- First click Request Alternates to select your alternate courses by following the same process. On the list to the left, highlight your alternate choice and click the Add Course button to move the courses over to the right side of the screen.

- The alternates will have numbers to the left of the course name.

- You can change the order of the alternate choices by clicking on the blue arrows next to the Course Name.

- Choose between 4-6 alternates.
- If you do not choose a full schedule of 6 credits and 4 alternates, the counselor will pick classes for you.

- First check to make sure you have 6.00 credits in requested classes and at least 2.0 credits of alternates.
- This number is a combination of your requested classes and alternates combined.

- Second click the printer icon.
- Third the student and parent MUST sign and date the bottom of the printed sheet.
- Lastly turn in your printed sheet to your English teacher.

Great Job. Turn in your completed, signed & dated sheet on time and we will see you in High School!