

# **POWAY HIGH SCHOOL**

## **Course Request Form Instructions**



<u>Check off</u>	<u>To Do</u>	<u>Due Dates</u>
<input type="checkbox"/>	Review course descriptions, graduation requirements, a-g requirements, sample 4 year plans, and other resources on the Counseling Page of the Poway High School website.	
<input type="checkbox"/>	<b><u>Select 15 courses</u></b> on your Course Request Form (CRF)	
<input type="checkbox"/>	<b><u>Attend Elective Table Fair</u></b> to learn more about elective options	<b>Feb 5</b>
<input type="checkbox"/>	<b><u>Get advice:</u></b> Talk with your teachers for English, Math, Science, World Language, AP courses or other specialized courses	
<input type="checkbox"/>	Parent(s)/Guardian(s) must <b><u>review and sign</u></b> your CRF.	
<input type="checkbox"/>	If interested, attend information sessions. APEC Information Night – Room K-1 @ 6:30 pm Engineering Information Night – Room N3-107 @ 7pm	<b>Feb 11</b> <b>Feb 12</b>
<input type="checkbox"/>	Submit completed and signed CRF to Homeroom teacher. Keep a copy of your completed CRF in order to input course requests online	<b>Feb 28</b>
<input type="checkbox"/>	AP Agreement is required for any AP course being requested. Return AP Agreement with completed CRF form to Homeroom teacher	<b>Feb 28</b>
<input type="checkbox"/>	Input course requests online. Must be 15 courses total including off roll. This link can be found on the PHS website. Three alternate course can also be entered online. Must also indicate alternate course preferences on paper CRF.	<b>Feb 15 thru</b> <b>Feb 28</b>
<input type="checkbox"/>	Individual audit meeting. Counselor meets with student to review course requests for meeting graduation and college requirements	<b>March thru</b> <b>April</b>

### **Important Reminders!**

- All students must take at least 4-5 classes each term or 12-15 classes per year.
- Select 3 alternate choices for electives and prioritize by numbering on your CRF.
- We cannot guarantee which term you will be scheduled in a specific class unless it is sequential.  
(3 trimester class)
- Specific teachers or periods for classes cannot be requested.
- Please select courses carefully. We build classes and hire teachers based on your selections.  
Changing at the beginning of the year will most likely not be an option. Choose wisely.

*Success is where preparation and opportunity meet. ~Bobby Unser*