

FAMILY PORTAL

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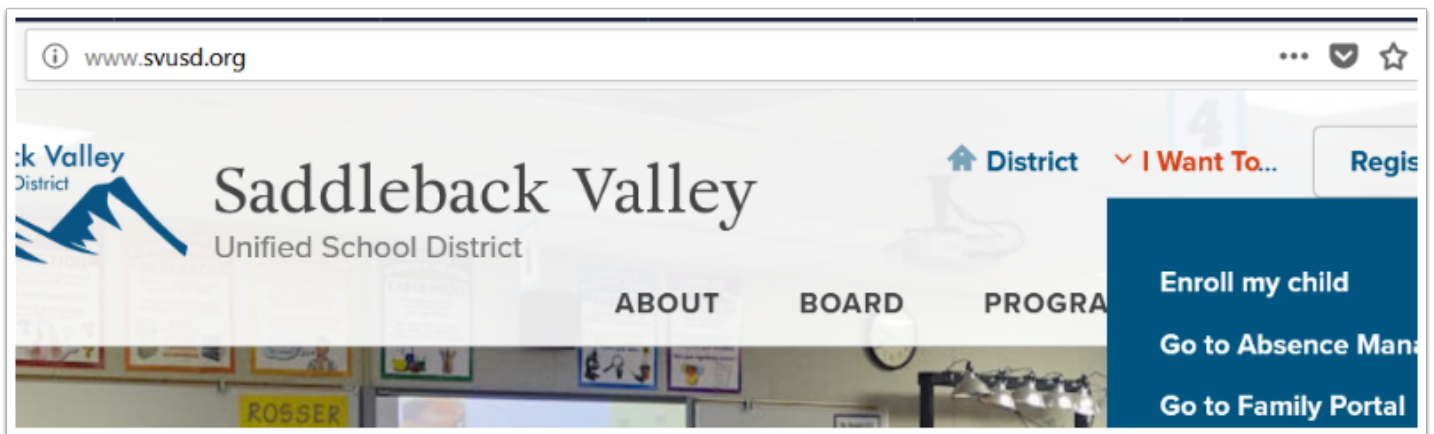
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Family Portal

Family Portal - Overview

A brief overview of the Family Portal.

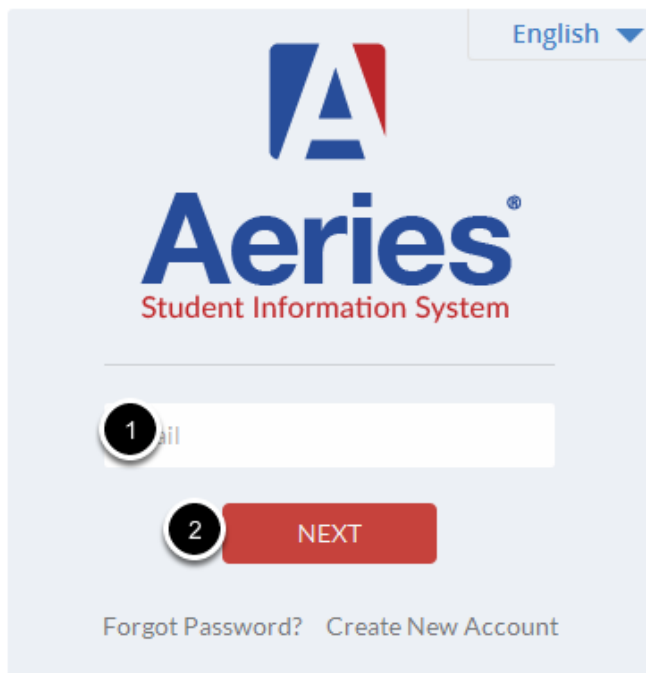
Visit our website at www.svusd.org and click on I Want To Menu and Select Go to Family Portal



Go to <http://www.svusd.k12.ca.us> and click on I Want To Menu and Select Go to Family Portal

Log In Page

Saddleback Valley U.S.D.



The image shows the login page for the Aeries Student Information System. At the top right, there is a language dropdown menu set to "English". The Aeries logo, featuring a stylized 'A' and the word "Aeries" in blue, is prominently displayed above the text "Student Information System" in red. Below the logo, there is a login form with two steps. Step 1 is indicated by a circled "1" and shows a text input field with the placeholder "ail". Step 2 is indicated by a circled "2" and shows a red button labeled "NEXT". At the bottom of the form, there are two links: "Forgot Password?" and "Create New Account".

1. Type in your email address.
2. Click NEXT

Enter Password

Saddleback Valley U.S.D.

English ▼


Aeries
Student Information System

<

SIGN IN

Forgot Password?

Create New Account

SIGN IN

Home

Home

Student Info

Attendance

Grades

Test Scores

Change Student

Welcome to the Aeries Portal

If you have multiple students connected to your account "Change Student" to select another.

Student Info tab contains basic student information. This is a great place to check to make sure the data the school has entered in is up to date. If there are changes that need to be made please print the page make the corrections and contact the school directly.

Attendance tab shows student's attendance records.

Grades tab allows you to view current grades and assignments of participating teachers. It will also allow you to view the current Quarter, Trimester or Semester Progress Grades and Marks.

Student Info. - Demographics

Demographics

This shows you the basic student demographic. If you see corrections that need to be made print this page make the corrections and bring it to your local school.

- 1. A "P" will be marked if your student has passed the High School Writing Proficiency.
- 2. A "Y" will be marked if your student has completed his/her community service requirement for High School graduation.

Student Info. - Test Scores

All state testing related to the student is shown on this tab.

- 1. "Content Standard Scores" will bring up a summary of the scores by subject.
- 2. "Sort Tests by Part" The default is to sort the tests by date if you click this then the subjects or test parts will be grouped together.

Grades Tab

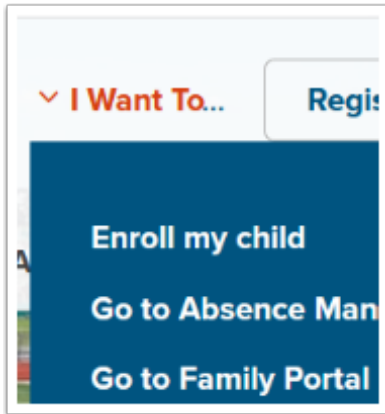
Grades	Test Scores	Chan
Gradebook		
Gradebook Details		
Report Card History		
Grades		
Graduation Status		
Transcripts		
College Entrance Requirements		

Report Card History will allow Parents/Guardians and Students to print Current and Past Report Cards by selecting Language of "Report Card" Desired

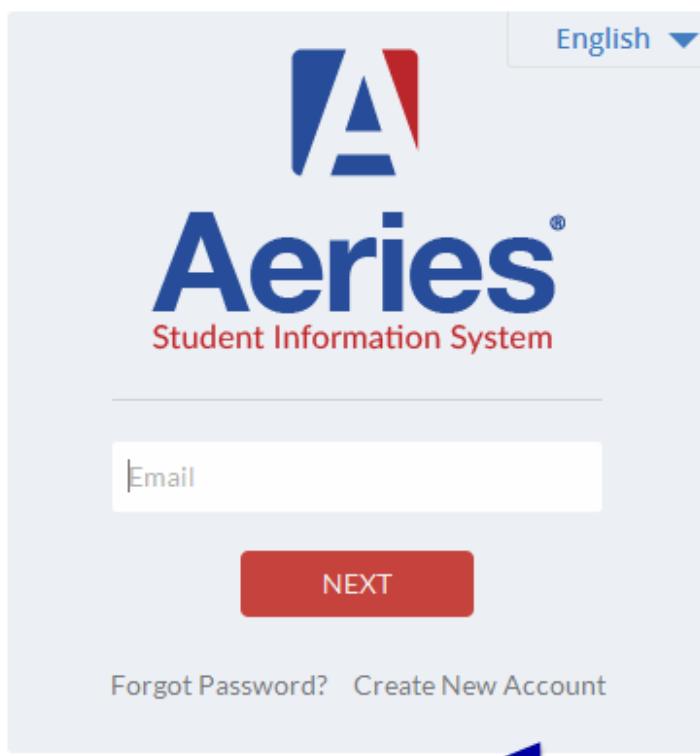
Year	Term	Grade	Type	Report Title	Report Card	Date
2017	2nd Prg	12	Grade	Second Quarter Progress	English	12/15/2017
2017	1st Qtr	12	Grade	First Quarter Grade Report	English	11/15/2017
2017	1st Prg	12	Grade	First Quarter Progress	English	10/06/2017
2016	2nd Sem	11	Grade	Second Semester Grade Report	English	09/21/2017

Creating a Family Portal account

Visit our website @ www.svusd.org, use the "I Want To..." dropdown menu and Go To Family Portal or go to <https://familyportal.svusd.org/ParentPortal/LoginParent.aspx>



Click on Create New Account.

A screenshot of the Aeries Student Information System login page. The page has a light blue background. At the top right, there is a language selector dropdown set to "English". In the center, the Aeries logo is displayed, consisting of a stylized "A" in blue and red, followed by the word "Aeries" in large blue font and "Student Information System" in smaller red font below it. Below the logo is a white input field with the placeholder text "Email". Underneath the input field is a red button with the word "NEXT" in white. At the bottom of the page, there are two links: "Forgot Password?" and "Create New Account".

Create and confirm account creation through email used to create account. If you do not receive email within a short time, please check spam, trash or junk folders.

The screenshot displays a four-step account creation process. Step 1, 'Account Type - Student or Parent/Guardian', features radio buttons for 'Parent' (selected) and 'Student', with 'Previous' and 'Next' buttons. Step 2, 'Account Information', prompts for 'Email Address', 'Verify Email Address', 'Password', and 'ReType Password', with a red box containing instructions to add 'noreply@svusd.org' to the safe senders list. Step 3, 'Email Verification', shows a red box with instructions to click the 'Confirm' link in the email and paste the code, followed by an 'Email Code' input field. Step 4, 'Login to Aeries', thanks the user and includes a red box with a 'Return to Login Page' link. A 'Return to Login Page' link is also present at the top of Step 4.

Be sure to select Parent if you are creating an account as a parent or guardian. Student accounts are not prompted for student data confirmation during the re-registration process.

Step 3, above, email will look similar to the one shown below

From: <noreply@svusd.org>
Date: February 19, 2015, 3:40:00 PM PST
To: <x@cox.net>
Subject: Aeries Account Verification (x@cox.net)
Reply-To: <noreply@svusd.org>

Thank you for registering for an *Aeries* account. In order to ensure the account was requested by you, please click on the appropriate link below or copy and paste the URL into the Address bar of your browser.

If you can, please click on the following links to confirm or reject this account:

[Confirm This Email Address](#) 

[Reject This Email Address](#)

If you are unable to click the links above, you need to copy and paste the following URL into your web browser's Address bar.
<https://familyportal.svusd.org/ParentPortal/ConfirmEmail.aspx>

You will then be prompted for the following information which you can copy and paste into the page:
Email Address: x@cox.net
Email Code: P844E6GN5936J2MA284A 

Use the Confirm This Email Address link with Email Code provided to complete account creation process

Adding student(s) to newly created account

Step 1

Student Verification

Please Enter The Following Information About Your Student

Student Permanent ID Number:

Student Home Telephone Number:

Verification Code:

PreviousNext

Step 1

Account Type - Student or Parent/Guardian

☒ Parent ☐ Student

PreviousNext

Step 2

Emergency Contact Verification

Your account is now linked to:

If your name appears below, please select it so that the email address on the record can be updated.

Name	Relationship
	Mother
	Father
	Friend/Neighbor
	Friend/Neighbor
	None of the above

PreviousNext

Final Step

Login to Aeries

Thank you for confirming your email address. You may now login to Aeries and link your account to a student.

[Return to Login Page](#)

Student Permanent ID Number and Verification Code can be obtained from school office staff or teacher. * Please note the Student Home Telephone Number must be provided to the school site and entered in the Student Information System database.

Creating Parent Portal letters for Students without Parent Portal Accounts

View All Reports, filter for portal

The screenshot shows a web interface for selecting reports. At the top, it says "2014-2015 TEST - Portola Hills Elementary School - TEST". Below this are three tabs: "All Reports" (selected), "Report History", and "Custom Reports". There are two dropdown menus: "Category: All Reports" and "Filter: portal". Below these are two more dropdowns: "Report Format: PDF - Adobe Portable Document Format" and "Report Delivery: None". At the bottom, there is a table with two columns: "Report Name" and "Category". The table contains one row: "Students Without Portal Accounts" under "Report Name" and "Student Data" under "Category".

Select Students Without Portal Accounts

Print Students Without Portal Accounts Report Options

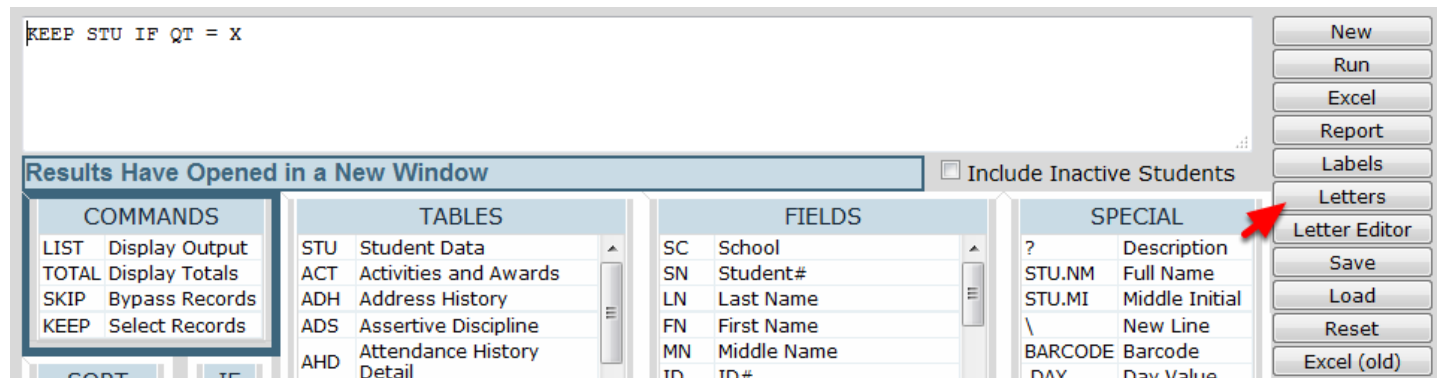
The screenshot shows a form titled "Print Students Without Portal Accounts Report Options". It has several sections: "Report Format: PDF" and "Report Delivery: None" are at the top. Below them is a "Sort By:" section with three radio buttons: "Grade" (selected), "Teacher", and "Student Name". Below that is a section with a yellow circle "1" next to "Print Students Without..." and two radio buttons: "Parent Portal Accounts" (selected) and "Student Portal Accounts". Below that is a section with a yellow circle "2" next to "Include WEB Accounts?" (checkbox is unchecked) and "Print VPC Codes?" (checkbox is checked). Below that is a section with a yellow circle "3" next to "Students will be tagged with a 'X' in the STU.QT field". At the bottom is a section with a yellow circle "4" next to a "Run Report" button.

1. Leave Parent Portal Accounts default on
2. Do not Include WEB Accounts (those are teacher ABI accounts) Print VPC Codes
3. Note Students will be tagged with a 'X' in the STU.QT field

4. Run Report

Note: You may view and/or save report for reference.

Exit out to Query



Run KEEP STU IF QT = X (Close Query results)

If you need to run Spanish letters:

KEEP STU IF HL = 01 (Close Query results) Process Spanish letters

Then SKIP STU IF HL = 01 for running the rest of your letters (Close Query results)

i **Elementary sites:** Run LIST STU TCH STU.PG TCH.TE STU.FN STU.LN STU.ID STU.TL STU.VPC (Close Query results)

[Click on Letters](#)

i **Secondary sites:** Run LIST STU PG FN LN ID TL VPC (Close Query results)

[Click on Letters](#)

Report Viewer

Print Query Letters

Report Options

Report Format: PDF

Report Delivery: None

☐ Using preprinted letterhead paper

Printing Date

☐ Do Not Display
 ☐ Left Justify
 ☒ Center
 ☐ Right Justify

Letter ID
At risk
Saturday Sch Letter
Spanish At-Risk
At Risk - Qtr 1
At Risk - Qtr 3
At Risk - Semester 1
Family Portal
Family Portal Spanis

Run Report

Print Query Letters Report Options

Do not check Using preprinted letterhead paper (your school name and address will print at the top of the letters) Select Center Printing Date and select Family Portal info Letter ID and Run Report

Creating Parent Portal Letters

Steps for creating letters for your entire student population.

Step 1: Run the following Query

```
LIST STU TCH STU.PG STU.FN STU.LN TCH.TE STU.ID STU.TL STU.VPC BY TCH.TE
```

Step 2: Close Query Print Preview

Step 3: Click on Letters

Step 4: Select Family Portal Info

Step 5: Select Query Letter Report Options to Print

- Check Using preprinted letterhead paper
 - If you do not wish to use letterhead leave this unchecked and school address will print
- Do Not Display Date

Step 6: Click Run Report

💡 To only print your Spanish letters run KEEP STU IF CL = 01 query first.

To only print your English letters run SKIP STU IF CL = 01 query first.

To print letters for just your *Pre-enrolled students for next year run KEEP STU IF TG = * first, then before you run the letter query, check the Include Inactive Students checkbox.

Report Viewer

Print Query Letters

Report Options

Report Format: PDF

Report Delivery: None

☒ Using preprinted letterhead paper

Printing Date

☒ Do Not Display

☐ Left Justify

☐ Center

☐ Right Justify

Letter ID

Family Portal info

Run Report

Report Viewer

Download or View Report

Report Viewer

 Your report is ready.

Download Report

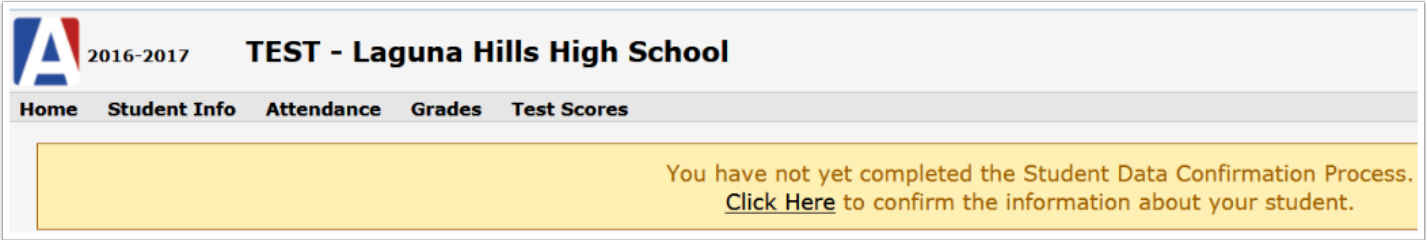
View Report

Close

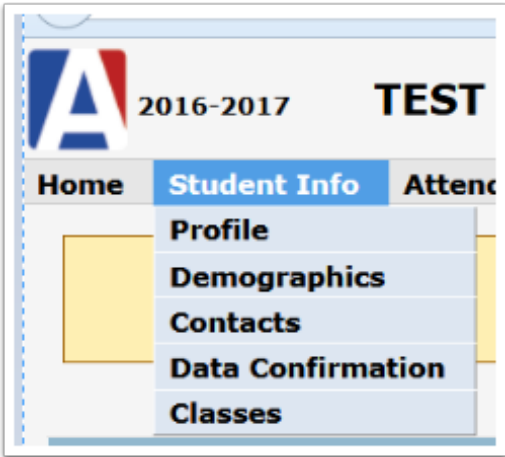
Load Letterhead, if applicable, and print letters

Data Confirmation (On-line Re-Registration)

Student Data Confirmation Process message displays upon log in



[Click Here](#) to confirm the information about your student



Data Confirmation will only display during District specified days

Click on each section to complete data confirmation process.

✓ Family Information

✓ Student

✓ Contacts

✓ Medical History

5 Documents

6 Authorizations

7 Final Data Confirmation

Please review and update your information on each of the numbered tabs 1-7 (left side menu). Select the 'Confirm and Continue' button to proceed to the next item. For changes other than those on tabs 1-7, please contact your school office.

Medical History

Medical Information updates will be emailed directly to school office and/or health office.

Medical History and Current Medical Conditions					
Condition	Effective Date	Age	Grade	Comment	
Allergic To All Nuts	05/30/2017	16	11		No Longer Applies
Save					
Additional Conditions Please Check All That Apply					
☐ Allergic To All Peanut Products	☐ Catheterization- (SPHC)		☐ Oxygen Administration - (ECP)		

Authorizations and Prohibitions tab

Authorizations and Prohibitions Description	Status
Student Media Release Press television, other digital and print news media; District, school, and public web sites (information concerning participation in athletics, activities, the winning of honors and awards, and other such information); District and school social media.	☒ Allow ☐ Deny
Grant my child permission to access the Internet / SVUSD Network	☒ Grant ☐ Deny

Documents tab

Last Confirmed: 8/11/2017 4:23:57 PM

Your signature on the Data Confirmation/Parent Signature Form, as required by Section 48980, indicates you have read the sections of the Education Code in the Annual Notification to Parents/Guardians, also located at www.svusd.org, and you are therefore informed of your rights. It does not indicate approval has been given or withheld.

Please open and read the attached documents. If confirmation is required, put a check in the box to confirm you have reviewed the document(s).

Documents	
 Annual Notification To Parents/Guardians / Notificación anual para los padres/tutores **REQUIRED** Please click for The Annual Notification To Parents/Guardians / **REQUERIDO** Por favor opriman para la Notificación Anual para los Padres/Tutores	☒ I have read
 Meal Application / Solicitud de almuerzo **REQUIRED** The meal application determines if your family qualifies for free or reduced meals.	☒ I have read

Final Data Confirmation

✓ Family Information

✓ Student

✓ Contacts

✓ Medical History

✓ Documents

✓ Authorizations

7 Final Data Confirmation

2

Finish and Submit

1

Print, Sign & Return Data Confirmation Form

1. Please click on the 'Print, Sign & Return Data Confirmation Form' link below; complete, print and sign.

2. Then Click the 'Finish and Submit' button.

3. Then Click the 'Print New Emergency Card' button; print and sign.

4. Please return these TWO FORMS to school along with any other required/applicable documents pertaining to your student.

PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT

Note: Process is incomplete until "Thank you for confirming the student data in the system" displays

Thank you for confirming the student data in the system.

1. Please click on the 'Print, Sign & Return Data Confirmation Form' link below; complete, print and sign.

2. Then Click the 'Finish and Submit' button.

3. Then Click the 'Print New Emergency Card' button; print and sign.

4. Please return these TWO FORMS to school along with any other required/applicable documents pertaining to your student.

PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT

Print, Sign & Return Data Confirmation Form

3

Print New Emergency Card

Confirmation to School

Changes have been made to the Student Medical records of: (School #=92, Student #=536, Permanent ID=867093).

The changes were made by Parent Account: "brodym@svusd.org".

The changes are detailed below:

Medical History Record: Date=2/7/2011, Code=Allergic To Dairy (Milk) Products (AJ), SQ=1
MHS.SD changed from "" to "8/30/2012"

Changes and updates will be emailed to school site

Data Confirmation Receipt must be received, by parent/
guardian, to confirm process completion.

DATA CONFIRMATION RECEIPT

Thank you for confirming the data for your student.

Having accurate information greatly helps the school maintain a healthy and safe learning environment.

This email confirms that you have completed the data confirmation process.

Thank you for confirming the data for your student.

Confirmación de datos (nueva inscripción en línea)

El mensaje del Proceso de confirmación de datos del alumno aparece al iniciar la sesión
Haga clic aquí para confirmar la información de su alumno.
La confirmación de datos solamente aparecerá durante los días especificados por el Distrito
Haga clic en cada sección para completar el proceso de confirmación de datos.

Aún no ha completado el proceso de Confirmación de Datos del alumno.

[Presione Aquí](#) para confirmar la información acerca de su hijo/a.

Por favor revisen y actualicen la información en cada una de las pestañas enumeradas del 1-7 (el lado izquierdo del menú).

1

Información familiar

2

Estudiante

3

Contactos

4

Historial médico

✓

Documentos

6

Autorizaciones

7

Confirmación Final de Datos

Confirmar y continuar

Seleccionen el botón “Confirme y continúe” para seguir al próximo artículo. Por favor comuníquense con su escuela si desean hacer cambios aparte de los que están en las pestañas 1-7.

Historial médico

Las actualizaciones de la información médica se le enviarán directamente a la oficina y/o a la enfermería de la escuela por correo electrónico.

Pestaña de documentos

Documentos	
 Annual Notification To Parents/Guardians / Notificación anual para los padres/tutores **REQUIRED** Please click for The Annual Notification To Parents/Guardians / **REQUERIDO** Por favor opriman para la Notificación Anual para los Padres/Tutores	☒ He leído
 Meal Application / Solicitud de almuerzo **REQUIRED** The meal application determines if your family qualifies for free or reduced meals.	☒ He leído

Pestaña de autorizaciones y prohibiciones

Confirmación final de Datos

1. Por favor oprima el enlace 'Imprimir, firmar y entregar la forma de Confirmación de Datos' ('Print, Sign & Return Data Confirmation Form') que aparece abajo; llénela, imprímala y fírmela.
2. Después oprima el botón de 'Terminar y entregar' ('Finish and Submit').
3. Después oprima el botón de 'Imprimir una tarjeta de emergencia nueva' ('Print New Emergency Card'); imprímala y fírmela.
4. Por favor entregue estas DOS FORMAS a la escuela junto con cualquier otro documento requerido/que sea pertinente a su alumno.

POR FAVOR CONFIRMAR QUE LA INFORMACIÓN DE LAS PESTAÑAS ANTERIORES ES CORRECTA

[Imprima, Firme y Regrese el Formulario de Datos Confirmados](#)

Nota: el proceso está incompleto hasta que aparezca la frase "Gracias por confirmar la información del alumno dentro del sistema."

Los padres/tutores deben recibir el Recibo de la confirmación de datos para confirmar que el proceso se haya completado.

Gracias por confirmar la información de su alumno.

Gracias por confirmar los datos del estudiante en el sistema.

Course Requests

Online Course Request With Alternate Request

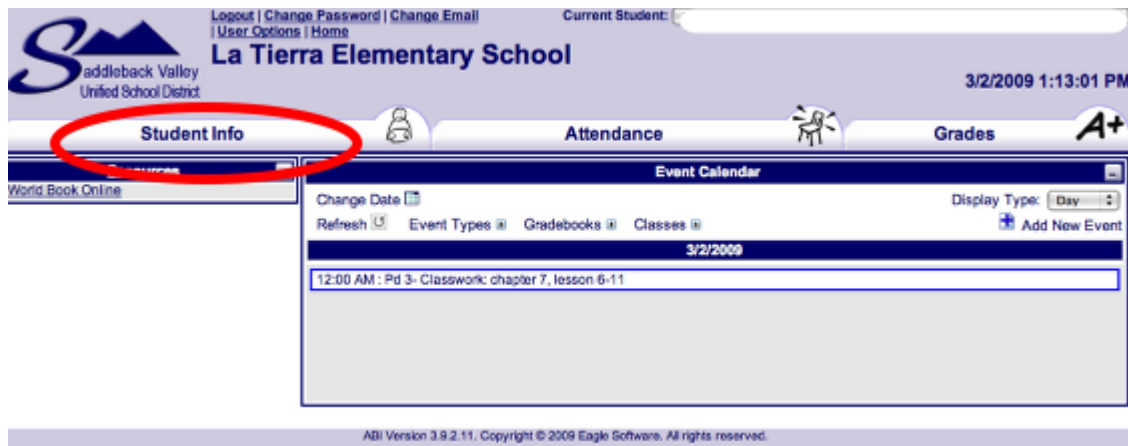
Family Portal



Click on the Family Portal icon located on the District Homepage at: <http://www.svusd.k12.ca.us>

Login to the Family Portal.

Student Info. Tab



Click on the "Student Info" tab.

Course Requests Tab

Logout | Change Password | Change Email
User Options | Home

Current Student: [Redacted]

Saddleback Valley Unified School District
La Tierra Elementary School

3/2/2009 1:13:55 PM

Student Info | Attendance | **Course Requests** | Grades **A+**

Demographics | Emergency Contacts | **Course Requests** | Test Scores

Student Demographic Record

StuNum	Last Name	First	Middle	Perm ID Num	Sex	Grd	Birthdate	Age
Parent/Guardian		Telephone		Father's Work		Extn	Mother's Work	
						Extn	Verif DI	
Mailing Address				City		State	Zip	Extn
Grid Code		Schi Enter Date		Dist Enter Date		Last Schl		Leave Date
00363		8/18/2005		8/19/2005		58		
Teacher	Room	Home Lang	Corr Lang	Ethnicity	Lang Desig	Att Prg	Status	
Andan/Har2Greg(231)	10	English		Hispanic or Latino	English Only	Regular Program	Active	
Last Name Alias		First Name Alias		Middle Alias	State ID	Parent Ed		
User1	User2	User3	User4	User5	User6	User7	User8	User9
Y	Y							
Message						Family#	Next School	
						10408	58	

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Click on the "Course Requests" tab.

Adding a Course

Logout | Change Password | Change Email
User Options | Home

Current Student: [Redacted]

Saddleback Valley Unified School District
La Tierra Elementary School

3/2/2009 1:14:55 PM

Student Info | Attendance | **Course Requests** | Grades **A+**

Demographics | Emergency Contacts | **Course Requests** | Test Scores

Stu #	Name	Sex	Grd	Prgm	Trk	Per Range	Status
57	Bolton, Jade	F	3			0 To 9	

Thank you for updating your Course Requests.

Course Requests

Course ID	Title	Alt Crs	Title
Add New			

* All course Requests must be approved by appropriate school personnel.

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Click on the "Add New" link.

Select Courses

Add	Crs ID	Crs Title
☐	E12000	1-2 Combo* (E12000) 1-2 Combo*
☐	7184	Comp Prog/Basic (7184)
☐	8101	Art (8101)
☐	9106	Art/Computers (9106)
☐	8211	Arts And Crafts (8211)
☐	8205	Beg Band (A) (8205)
☐	8182	Desktop Pub (E) (8182)
☐	8115	Drama Tech Theater (8115)
☐	8107	Intro Draw/Paint (8107)
☐	8204	Intro To Drama (E) (8204)
☐	8039	Intro To French(E) (8039)
☐	8207	Intro To Span (8207)

Add	Crs ID	Crs Title
-----	--------	-----------

Select the Courses you are requesting and click "Submit".

Alternate Course

Thank you for updating your Course Requests.

Course ID	Title	Alt Crs	Title
8101	Art		
8204	Intro To Drama (E		
Add New			

All Course Requests must be approved by appropriate school personnel.

2

In order to add an "Alt Crs" (Alternate Course Request).

1. Type in the course ID
2. Click the "Submit" button.

Alternate Displayed

Thank you for updating your Course Requests.

Course Requests			
Course ID	Title	Alt Crs	Title
8101	Art	8205	Beg Band (A)
8204	Intro To Drama (E		
Add New			

* All Course Requests must be approved by appropriate school personnel.

[Submit](#) [Reset](#)

The alternate is now displayed next to the course request.

Deleting a Course or Alternate

Thank you for updating your Course Requests.

Course Requests			
Course ID	Title	Alt Crs	Title
8101	Art	8205	Beg Band (A)
8204	Intro To Drama (E		
Add New			

* All Course Requests must be approved by appropriate school personnel.

[Submit](#) [Reset](#)

To delete a Course click on the "Course ID" and select the option to delete.

To delete an alternate delete the Cours ID under "Alt Crs" and then click submit.

Online Course Request

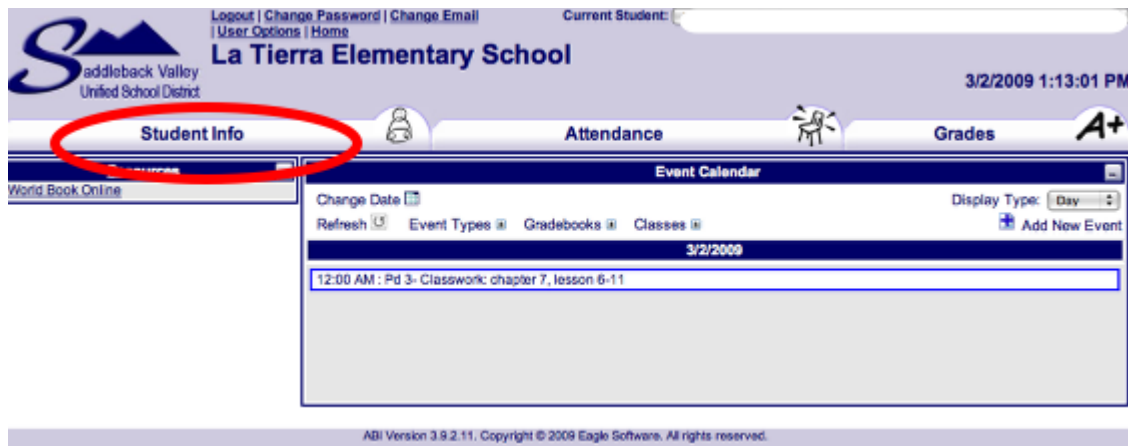
Family Portal



Click on the Family Portal icon located on the District Homepage at: <http://www.svusd.k12.ca.us>

Login to the Family Portal.

Student Info. Tab



Click on the "Student Info" tab.

Course Requests Tab

Logout | Change Password | Change Email

User Options | Home

Current Student:

Saddleback Valley

Unified School District

La Tierra Elementary School

3/2/2009 1:13:55 PM

Student Info

Attendance

Course Requests

Grades

Demographics

Emergency Contacts

Course Requests

Test Scores

Student Demographic Record

StuNum	Last Name	First	Middle	Perm ID Num	Sex	Grd	Birthdate	Age
Parent/Guardian		Telephone		Father's Work	Extn	Mother's Work	Extn	Verif DI
Mailing Address				City	State	Zip	Extn	
Grid Code	Schi Enter Date		Dist Enter Date		Last Schi		Leave Date	
00363	8/18/2005		8/19/2005		58			
Teacher	Room	Home Lang	Corr Lang	Ethnicity	Lang Desig	Att Prg	Status	
Andan/Har2Greg(231)	10	English		Hispanic or Latino	English Only	Regular Program	Active	
Last Name Alias		First Name Alias		Middle Alias	State ID	Parent Ed		
User1	User2	User3	User4	User5	User6	User7	User8	User9
Y	Y							
Message						Family#	Next School	
						10408	58	

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Click on the "Course Requests" tab.

Adding a Course

Logout | Change Password | Change Email

User Options | Home

Current Student:

Saddleback Valley

Unified School District

La Tierra Elementary School

3/2/2009 1:14:55 PM

Student Info

Attendance

Course Requests

Grades

Demographics

Emergency Contacts

Course Requests

Test Scores

Stu #	Name	Sex	Grd	Prgm	Trk	Per Range	Status
57	Bolton, Jade	F	3			0 To 9	

Thank you for updating your Course Requests.

Course Requests

Course ID	Title	Alt Crs	Title
Add New			

* All course Requests must be approved by appropriate school personnel.

Submit

Reset

ABI Version 3.9.2.11. Copyright © 2009 Eagle Software. All rights reserved.

Click on the "Add New" link.

Select Courses

SubmitReset

Add	Crs ID	Crs Title
☐	E12000	1-2 Combo* (E12000) 1-2 Combo*
☐	7184	Comp Prog/Basic (7184)
☐	8101	Art (8101)
☐	9106	Art/Computers (9106)
☐	8211	Arts And Crafts (8211)
☐	8205	Beg Band (A) (8205)
☐	8182	Desktop Pub (E (8182)
☐	8115	Drama Tech Theater (8115)
☐	8107	Intro Draw/Paint (8107)
☐	8204	Intro To Drama (E (8204)
☐	8039	Intro To French(E) (8039)
☐	8207	Intro To Span (8207)

AddCr IDCr Title

SubmitReset

Select the Courses you are requesting and click "Submit".

Deleting a Course or Alternate

Course Requests			
Course ID	Title	Alt Crs	Title
<u>7184</u>	Comp Prog/Basic		
<u>8205</u>	Beg Band (A)		
<u>Add New</u>			

Course Requests must be approved by appropriate school personnel.

SubmitReset

To delete a Course click on the "Course ID" and select the option to delete.