

SOUTH'S ONLINE COURSE REQUEST INSTRUCTIONS for 2025/2026:

How each grade level will be selecting classes:

- **Freshmen selecting sophomore courses** ONLINE Wednesday 2/21 through Thursday 2/27
- **All other grades of current South students** Meet individually with their counselors 2/3-2/14 (If you missed your pass from your counselor, use the QR code posted around school to request a meeting.)

- **8th graders selecting freshman courses** Your current core teachers will place you into your freshman cores. You will select electives on paper during your visit to South on 2/18. (If you don't visit South, you can still complete the form and email it to Ms. Barker before 3/7.)

- **ANYONE** may download a copy of the Course Request form on South's website. If you miss a meeting with your counselor, cannot attend a visit, or just want to make selections from home, download your form, complete it, and email it to the appropriate counselor (emails below)!

INSTRUCTIONS FOR CURRENT FRESHMEN TO REQUEST COURSES USING THE ONLINE FORMAT: You can go in anytime during your window to make changes. When the window closes on 2/27, you will no longer have access to request your courses online, but you can email your counselor directly to make updates.

1. Log in to your Student Connection account.
2. If you have two tracks (i.e., your main school and King Tech), select the South 2025-2026 track.
3. Select the "Requests" tab on the left side menu.
4. Click the "Add/Edit Requests" on the top right side of the section.
5. The course list window will appear below. When a course is selected, there will be a course description to the right (not all courses will have a description).
6. Select the course that is your first choice, then click "Add Selected Class" (Remember that the order in which you select your courses will delegate the priority of your choices).
7. Continue with step 6 until you have entered all of your choices in order, then click the "Submit" button at the top of the window.

KING TECH: To request **King Tech courses**, email your counselor directly. Be sure to include in your email the course you want, an alternate course if you can't get into your 1st choice, and if you want the course in the AM (periods 1-3) or PM (periods 4-6). You can find the list of King Tech courses and descriptions here: <https://www.asdk12.org/domain/1882>

SOUTH COURSE DESCRIPTIONS: You can find course descriptions here:

<https://apps.asdk12.org/forms/uploads/HSprogram.pdf> (Not every class listed in the ASD High School Program of Studies is offered at South. Refer to the courses listed on your grade's course request form.)

OTHER DETAILS:

- **Late Arrival / Early Dismissal and Teacher Aide:** Application is required and available at south.asdk12.org → Students & Families → Academic Program Applications
- **Taking courses online:** Please enter all courses you plan to take using the above instructions, even if you plan to take something online during the summer or during the school year. Email your counselor separately which class(es) you plan to take online.

COUNSELOR EMAILS WITH ALPHA GROUPS:

A – J (10th-12th)	Melinda Rocheleau	rocheleau_melinda@asdk12.org
9th grade	Debbie Barker	barker_debbie@asdk12.org
K – S (10th-12th)	Tor Christopherson	christopherson_tor@asdk12.org
T – Z (10th-12th), Civic Leadership	Sara Miller	miller_sara@asdk12.org
504s and IEPs	Paul Hemry	hemry_paul@asdk12.org

If you do not submit your course requests (all are due by 3/7/25), your counselor will have to select your courses for you. Be mindful of your window to complete this and your counselor's time.