

Entering Course Requests into Campus Parent for the 2020-2021 School Year

Your child will complete a Course Offering Selection Sheet in class with his/her teachers on Tuesday, February 4, 2020. Please have your child use the steps below to enter these selections into the Course Registration module on Campus Parent. These requests will be entered through Campus Parent for students entering grades 9-12 in the 2020-21 school year.

- The **Course Registration module** will be available from **Tuesday February 4th through Sunday February 9th**. Students will meet with their counselors beginning the week of February 10th.
- **The 2020-21 Course Description Guide** which includes descriptions of all high school courses, as well as prerequisite information, can be found on the high school web page under High School, Quick Links *Course Description Guide* 2020-2021.
- Please do not be concerned if you have difficulty determining which courses exactly match the one chosen by your child as all selections will be reviewed by your child's school counselor.

Entering Course Requests:

- Log in to [Campus Parent](#).
- Select **More** from the left-hand column, and then select **Course Registration**.
- Select **20-21 John Jay High School** under the **Course Registration Enrollments** tab.
- Courses that may have already been entered into the system for the student will appear on the list with a **"Required"** label. You will not be able to make changes to these selections via Campus Parent.
- Select **Add Course** to get started. The list of all available courses will appear, sorted by course name:



ACTION	COURSE NAME	UNITS
+	*ALGEBRA 2 HONORS 331H	24 >
+	*AP BIOLOGY 451	24 >
+	*AP BIOLOGY LAB 451L	12 >
+	*AP CALCULUS AB 346	24 >
+	*AP CALCULUS BC 347	24 >

- Search for the name of a course by typing in the "Search Courses" field:



ACTION	COURSE NAME	UNITS
+	FINANCIAL ALGEBRA 353	12

- Select the blue + to the left of the course that you would like to add, and you will be prompted as follows:

Add Course
×

Would you like to add this course as a Request or an Alternate?

FINANCIAL ALGEBRA
353

Request
Alternate
Cancel

- Select **Request** for those selections that appear on the student’s list
 - Select **Alternate** to request a backup course, in the event that a requested course does not end up fitting into your child’s schedule. Selecting alternate courses is optional.
 - Select **Cancel** if the selection was made in error.
- The course that was selected will now display on the screen with either **REQ** (for choice) or **ALT** (for alternate choice) to the right, and a red **X** to the left (in case you’d like to delete it):

ACTION	COURSE NAME	UNITS
×	FINANCIAL ALGEBRA 353	REQ 12

- Search for the name of the next course and repeat the steps.

Please remember to add the lab course to the list if a lab is associated with the course.

- Please disregard the **% Complete** and **Units** indicator at the top of the screen, as they are based on a full day of courses, which you may or may not be entering.
- To remove a course that was selected accidentally, search for it in the “Search Courses” field, then select the **X** to the left of the course on the listing. You will be prompted to confirm the deletion. You will not be able to delete those courses that were previously entered by school district staff.
- To review a list that contains only those courses that have been selected so far, select the **Back** button. From this screen, select **Add Course** again to add (or delete) more courses.
- Once the student has entered all of his / her 2020-21 course requests, the list is automatically saved. The Course Registration module will be unavailable after February 9th. To print the course requests, select **Back** from the screen which displays all of the HS courses and then select **Print** at the bottom of the screen. A PDF file is generated, which can then be saved and/or printed. There is no need to return a signed copy of the report to the high school.
- Sign out of Campus Parent.

Need Assistance?

- For questions regarding **Campus Parent** access, please call the **Campus Parent Hotline at 763-7095**, or send an email to parentportal@klschools.org
- For questions regarding the **course(s)** that your child selected, please call either the **High School Counseling Center at 763 7216 for grades 10-12** or the **Middle School Counseling Center at 914 763 7510 for 9th grade**.