

Woodbridge High School
2 Meadowbrook
Irvine, CA. 92604

April 12, 2017

Sample Parent
Re: Sample Student
Some Street
Irvine CA. 92606

Dear Student,

This letter is to inform you of the scheduling process for 2017-2018. You will need to log in to the parent portal to add additional courses to your course requests for 2017-2018. Please use the WHS course list and course of study to assist you in selecting additional courses. Students (or parents) will log on to the Parent portal. From the welcome screen, you will select "student info," under the student info tab, then scroll to "course requests entry." Please note that this tab will only be available April 18-23. On the course requests entry screen, students have been pre-scheduled into classes where a next course exists. Students have already been recommended for the highest course level by their current teacher. You will not be approved to take a higher course without teacher approval. In the course request screen, you will be able to search classes, add, and delete courses for all subjects. Be advised that if you select a course you were not recommended or approved for, the course will be changed or removed.

CrsID	Course Title
1183	Wrld Lit/Comp A
2521	AP Chinese A
3720	AP Calc AB
6511	Political Sci
6638	Wrld Persp Econ
7508	Concert Band A
9820	Homeroom

It is very important that all students sign up for 6 classes. This includes seniors. Only those seniors who have earned a minimum of 175 credits by August, 2017 will be allowed to sign up for 5 classes. If a senior chooses to take less than 6 classes, a minimum of 5 classes must be taken both fall and spring. Please note that five classes must be taken on campus in the fall. However, an off-campus class, such as community work experience or ROP can count as your 5th period spring semester course. Seniors, if you elect to take less than six classes, it is important that you indicate if you would like to have an open first, fifth, or sixth period. If you do not indicate this information when selecting your courses, we cannot guarantee that your request will be honored in the fall semester.

If you have questions about your course requests counselors will be available in the media center Tuesday through Friday April 18-April 21 during lunch, and during tutorial on Tuesday, Wednesday, and Thursday. You may also view the current course of study under the "Academics" tab on woodbridgehigh.org.

All students who require teacher signature for any of their course selections must obtain signatures by April 24th ALL STUDENTS must turn in their completed form to Mrs. Foulk in the Administration building by April 24th.

Sincerely,

Alicia Foulk
Assistant Principal