

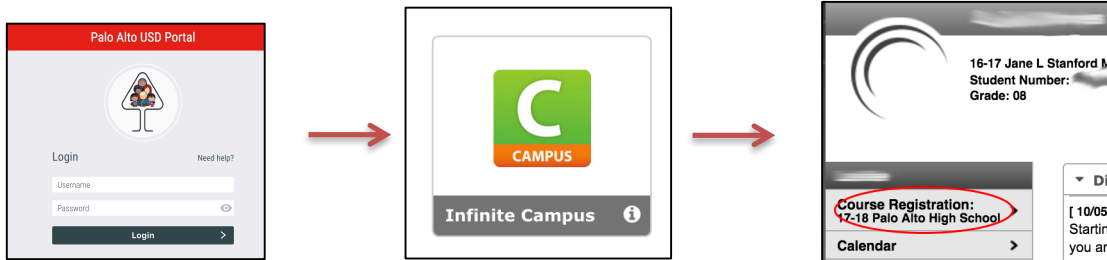
Palo Alto High School Class of 2021

Requesting Courses through Infinite Campus

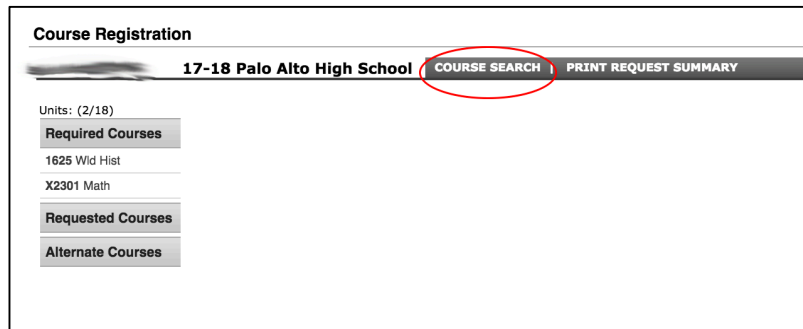
These instructions are also available in color at: <http://www.paly.net/guidance/course-selection>

Go to the Infinite Campus Student Portal Site

- Go to Infinite Campus by logging into id.pausd.org and clicking on “Infinite Campus.”
Click on “Course Registration: 17-18 Palo Alto High School.”

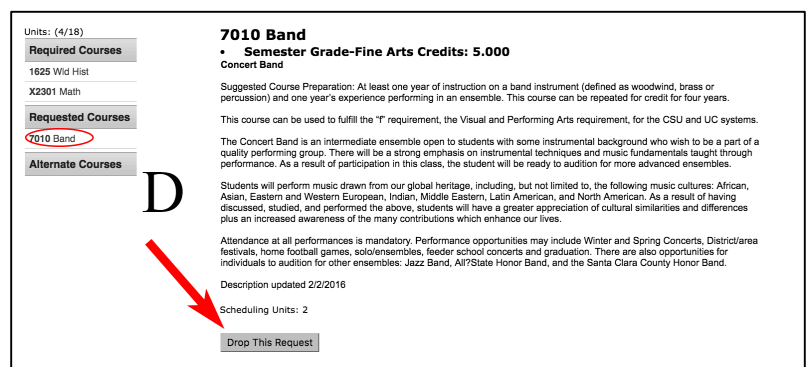
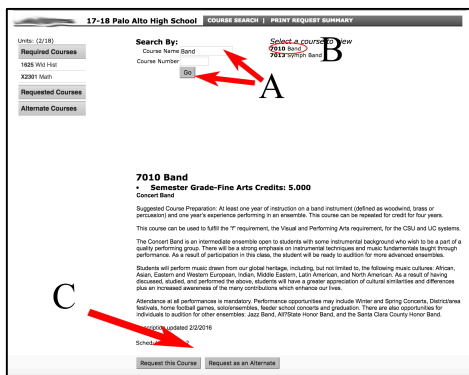


2. To Request courses, click on the “Course Search” tab



3. Search:

- Type the course number or first few letters of the course as it is listed in the Course Catalog and Course Selection Form and click “Go”. (Do NOT choose Math or World History – they will automatically be placed into your schedule. If you do not see Math or World History yet, they will be added later.)
- Select a course from the list that pops up.
- Click “Request this Course” for courses that you wish to take or “Request as Alternate” for your alternates
- You may delete any course by clicking on the course and selecting “Drop this Request”.
- Make sure that you remember to choose TWO semesters of PE (2791 AND 2792 or 2831 AND 2832).

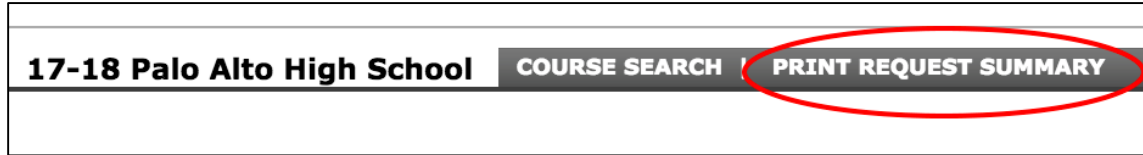


4. Continue choosing all of your courses, including THREE alternates in order of preference.

5. If you wish to be in the TEAM program, make sure that you choose TEAM as one of your course requests. It does not count toward your number of classes.

6. Once you have selected all of your courses:

Click the "PRINT REQUEST SUMMARY" tab at the top right of the window



7. Print the summary and have your parents sign and date it. Print an extra copy for yourself, because you will NOT be able to see it later.

Return one copy of your printed Request Summary to the Guidance Department at your current school on the date that they tell you.

Student Number: [REDACTED]
Grade: 09

Required Courses:
1625 Wld Hist
X2301 Math

Requested Courses:
8460 Intra Team
7631 English 9A
4410 Spanish 1
3130 Biology
7010 Band
2791 PE 9/11
2792 PE 9/12

Alternate Courses:
8626 Digital Des
6205 Art Spec 1

Parent/Guardian Signature _____ Date _____

Remember to have your parents sign and date the form and print 2 copies- one to turn in and one to keep

Explanatory text from the image:
These are the courses that will be placed into your schedule. You might see "Math" which is just a placeholder that means "Math level to be determined later."
These are the courses that you have requested.
These are the alternates that you requested in case we are unable to give you any of the above "requested" courses.