

How to Request Courses via Genesis Parent Access

Login to Genesis Parent Portal @ <http://parents.lrhdsd.org>

- 1) In Parent Access, click SCHEDULING. Note the *pre-selected* courses (half-year Physical Education and half-year Health Education, as well as other courses as applicable).

Summary Attendance **Scheduling**

- 2) Click the REQUESTS Tab.

SCHEDULING **REQUESTS**

- 3) Read the Information box and review the LRHSD Program of Studies (POS).
- 4) Click "Request a course" for each subject area required for your student's grade (e.g. English).

COURSE	REQUESTED BY	PRIORITY	ADDITIONAL INFORMATION
English Subject Area			
			Request a course

- 5) In the subject area's course catalog, click "Request this course" to select the course desired.

CODE	NAME	CREDITS	TYPE	GRADES	STATUS	ADDITIONAL INFORMATION	
112	ENGLISH 2 ACC ENGLISH 2 ACC: ENGLISH 2 is the thematic exploration of American literature through various "voices" exemplified by our writers: voices of conformity and protest, of self-exploration, of disillusionment, and voices facing adversity. In addition, writing skills taught in ENGLISH 1 are further refined. Research skills are introduced and students will produce a full-length research paper.	5	Accelerated	10			Request This Course

- 6) Each time after clicking "Request this course," you will be redirected to the Requests tab, where courses selected are displayed. To delete a request, click the Trash icon. To select another course in that subject area, click "Request a course."

COURSE	REQUESTED BY	PRIORITY	ADDITIONAL INFORMATION
English Subject Area			
112 ENGLISH 2 ACC	Parent Name		Request a course

- 7) In addition, select 2 additional courses as alternates and indicate this by typing "Alternate 1 or Alternate 2" in the Additional Information text box for both courses.

ADDITIONAL INFORMATION

Alternate 1

Alternate 2

SCHEDULING **REQUESTS**

- 8) Review your requests, click SCHEDULING Tab and make sure they fill 8 full-year periods (including any courses that were *pre-selected*) and that you selected 2 additional courses as alternates.

- 9) Click **Submit** on the Requests page after reviewing all your selections. Clicking SUBMIT (and type SUBMIT in the pop-up window) finalizes course requests and indicates the parent/guardian has reviewed the Program of Studies. Any schedule change request must be submitted by the parent/guardian to the school Counseling Center prior to **August 1, 2020**.

For questions about your student's course selection, please contact your student's guidance counselor. For LRHSD HELP Desk, please contact HELP@lrhdsd.org or (856) 396-HELP (856-396-4357).