

Jefferson Township High School Course Request Worksheet

This worksheet is a guide to help you plan your course of study for next year. Please be sure to review all the graduation requirements, course descriptions, and prerequisites in the Program of Study before making your choices through the Realtime Parent Portal. As you select courses, please keep the following guidelines in mind:

Freshmen must schedule a minimum of seven courses in each semester (35 credits). The student’s required academic courses, as recommended by the current teacher, will appear in the course selection screen. Typically, freshmen will be placed in their English, Social Studies, Mathematics, Social Studies, World Language, and PE Courses and will be able to choose two additional electives.

When choosing elective courses, keep in mind that for some of the most popular elective courses, there may not be a seat for every student who wishes to enroll, so it is important for you to choose additional electives and prioritize them according to the instructions below. When choosing electives make sure that you meet all the prerequisite requirements. Also, if you select Honors and AP electives they will either be approved or denied through a department approval process. If you are denied, you may choose to petition into the course. You must do this through your school counselor.

Students will be placed in the recommended level of a World Language that they are currently studying. If you wish to choose a different World Language, you may discuss this option with your counselor during your scheduling conference.

REALTIME PORTAL DIRECTIONS:

First, log into the Realtime parent portal and click on the menu choice “Course Requests.” You will see all the courses that you are placed in for next year in a graduation sequence. *

In order to begin choosing your electives, select the department in which the course is offered. Then locate the course you wish to schedule and click the “plus” button next to the name of the course you wish to schedule. You will see your course appear in your course selection screen. If you choose a course by accident, clicking the red “X” button will remove it from your course list.

Some students wish to take a non-credit study hall as a means of allowing them to complete academic work or obtain extra help during the school day. If you wish to schedule a study hall, select both the Fall and Spring semesters from the “Administration” department, give them the same priority level.

After you have chosen your electives click on the “Priorities” button that is located on the right of the screen. Number your priorities from one (1) to five (5) with one (1) being your top choice. If you choose 2 half-year electives, assign the half-year electives the same priority level.

Finally, submit your requests by clicking on “Finalize Requests”. Once you have finalized your requests, you will not be able to go back and revise your choices.

Please contact your child’s counselor if you have any difficulties.

*Academic Course Placements for students with IEPs will be determined at the student’s IEP meeting. Contact your child’s case manager with any questions.

NOTE: All level change requests and honors and AP petitions must be completed and turned into the school counselor prior to June 1.

Course No.	Course Title	
9100	Health & Physical Education	Phys Ed: REQUIRED
		English: REQUIRED (Teacher Placement)
		Math: REQUIRED (Teacher Placement)
		Science: REQUIRED (Teacher Placement)
		Social Studies: REQUIRED (Teacher Placement)
		World Lang: RECOMMENDED (Teacher Placement)
		Elective Priority 1
		Elective Priority 2
		Elective Priority 3
		Elective Priority 4
		Elective Priority 5

FRESHMAN COURSES

TEACHER PLACEMENT: (Courses that are part of a graduation requirement sequence) If you are required to take these courses, they will be pre-selected by your current teacher and appear on your course request list on the parent portal.

ENGLISH

1120 English 9 CP
1130 English 9 Honors

SCIENCE

4120 Earth Science CP
4230 Biology Honors

SOCIAL STUDIES DEPARTMENT

2120 World History CP
2130 World History Honors

MATH

3115 Algebra 1
3120 Algebra 1 CP
3230 Geometry Honors
3330 Algebra 2 Honors

PHYSICAL EDUCATION DEPARTMENT

9100 Health & Physical Education 09

WORLD LANGUAGES DEPARTMENT

5110 French 1 CP
5120 French 2 CP
5125 French 2 H
5310 Spanish 1 CP
5320 Spanish 2 CP
5325 Spanish 2 H
5410 ASL 1 CP
5600 ESL

FRESHMAN ELECTIVE CHOICES: These are courses that you will be able to choose on the parent portal during course requests. Please be sure to check the Program of Studies for graduation requirements, college requirements, and departmental approval guidelines. Electives that require a departmental approval are denoted with an (!).

ART DEPARTMENT

8100 Art and Design
8110 Fine Art
8120 Digital Visual Media 1

BUSINESS DEPARTMENT

8010 Fundamentals of Business
8025* Entrepreneurship CP
8040* Personal Finance
8060 Marketing 1 H
8076* Advertising and Promotion
8080 Accounting 1

ENGLISH DEPARTMENT

1500 Fundamentals of Comm
1535 Prin. of Dramatic Study CP

FAMILY AND CONSUMER SCIENCES

8500 Intro to Culinary Arts

MATHEMATICS DEPARTMENT

3490 AP Computer Science
Principles
8020* Basic Coding & Web Design

MUSIC DEPARTMENT

7000 Symphonic Band CP
7001! Symphonic Band H
7010 Chorus CP
7011! Chorus H
7030* Introduction to Music
Production CP
7035* Guitar CP
7036* Piano/Keyboard Lab CP

NON CREDIT COURSES

ADMINISTRATION

9900* Academic Study Fall
9910* Academic Study Spring

TECHNOLOGY DEPARTMENT

8400* General Home Repairs
8327 Creation & Design Tech Studio CP
8328 Creation & Design Tech Studio H
8330 Architecture 1
8335! Architecture 1H
8310 Engineering 1
8312! Engineering 1H
8355* Robotics 1
8405* Introduction to
Woodworking
8285* Video Production 1

! = Departmental Approval Required

* = Half-Year Course