2024-2025 Course Request Worksheet

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Last Name, First Name   ID#   Next Year
                                                                Grade Level

Select an endorsement you are interested in pursuing:

	Business & Industry (BUS)		Public Services (PUB)		STEM
	Arts & Humanities (ART)		Multi-Disciplinary (MD)		

Choose your courses for next year using the <u>example</u> below:

Example	1st Semester		2nd Semester	
Example	**Course #**	**Course Name**	**Course #**	**Course Name**
Example	0301	World History	0301	World History
Example	1520	Professional Communications	0505	Health

Enter YOUR schedule request: 1st Semester   2nd Semester

	Course #	Course Name	Course #	Course Name
1				
2				
3				
4				
5				
6				
7				

Alternate electives in order of preference (must list 3) example below:

	Course #	Course Name
Ex	0065	leadworthy
Alt for	1520	Professional communications
1		
Alt for		
2		
Alt for		
3		
Alt for		

SUMMER SCHOOL 2024 Course(s)
Ex course: 0301 W History
Ex Replace with: 0020 study hall (full year)
Course:
Replace with:
Course:
Replace with:
CBE (credit by exam):

<u>**Notes & questions for your counselor:**</u>

<u>**Parents/Guardians:**</u>
I have reviewed my child's course selections for next school year, and I approve of their choices and alternates.

_____   _____
Parent/Guardian Signature   **Student Signature**

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Instructions for filling out the front:

1) List courses for next school year regardless of summer school plans. Make sure you complete both semesters and have 7 total classes each semester.
2) Indicate course # and the name of the course for each course requested.
3) List three full credits of alternate choices and what they are alternates for. [See example on the front]
4) If planning to take courses in the summer that are part of your graduation requirements:
   a. In the schedule request section, list the classes you need for next year.
   b. In the Summer school section, list courses requesting from KVS for summer school.
   c. On the line below the KVS course, list what you want to replace them with once completed.
5) Student and parent must sign this form and student needs to bring it to their course selection meeting. Students should take a picture with their phone just in case they forget the form.
6) Beginning February 5th, students may complete/update their four-year plan in SchooLinks. Please try to have this completed prior to meeting with your counselor. However, we understand the time constraints involved in the district's new timeline. Hopefully this form will help you to have your plan ready to enter.
7) After your student-counselor course selection meeting, don't forget to complete your Personalized Graduation Plan (also in SchooLinks)

Course verification (parent verification) will occur the week of March 18th.

KATY ISD SCHEDULE CHANGE PROCEDURE— Changes are ONLY made for the following reasons as published in the Katy ISD course catalog:

1) Error in scheduling on part of school such as a data entry error.
2) Student is missing or failed a prerequisite course.
3) Change in program (athletics, band, choir, orchestra, etc.) with approval of the coach/director
4) Change in course level as recommended by teachers & counselors with parental knowledge & principal approval.
5) Failure to meet the standard on the STAAR/EOC test.

Course Level Changes

As per the Katy ISD Grading & Reporting Handbook policy, students may only level down to an academic course within established time frames.

• Students may request to level down to the academic level of a course within the first 10 days of school.

• Students may request to level down to the academic level if requirements are met and teacher's approval is acquired.