

Entering Course Requests for Current or Future Middle School Students through the Parent/Student Portal

Access the portal at: portal.capousd.org

Middle School parents will enter their student's course requests through their **Parent** Portal Accounts.

Strano Capo is currently a 7th grader, enrolled at a middle school.

Student Profile																
StuNum	Last Name	First Name	Middle Name	Perm ID	Num State	Stu ID	Sex	Grd	Age	Birthdate	Prog	Track	Status	CorrLng	HmLng	LangFlu
10	Capo	Strano		7436439			M	7	12	7/1/2001	I		Active	Spanish	English	English Only
Ethnicity	Race	Portal	Conf	I/5	TK	O/E	User6	LVL	User8	User9	User10	User11	User12	User13		
N	Filipino White Hawaiian	B														
Parent/Guardian		Home Phone	Mother Work - Mary S			Father Work - John S			Parent Email		Residence					
Meg/John Strano		(949) 999-9999	(800) 222-2225			(999) 777-7777			-		76 Shorebreaker Dr Laguna Niguel, CA 92677-					

From the Home screen, select Student Info, Course Requests Entry.

The screenshot shows the 'Control - Testing DB Secondary' page for the 2012-2013 school year. The navigation bar includes 'Home', 'Student Info', 'Attendance', 'Grades', and 'Test Scores'. A dropdown menu is open under 'Student Info', listing 'Profile', 'Demographics', 'Classes', 'Course Requests', and 'Course Requests Entry'. The 'Course Requests Entry' option is highlighted. On the right side, there is a 'Welcome to the Student Portal for Test' section with a 'Most Recent Test Results' table showing 'Test CAHSEE' and 'Math'.

Any current course requests will be listed on the left. All Middle School courses show as Electives. (The Subject Areas refer to High School Courses.)

To choose electives, go the **Filter Courses**

In the **Sbj Area:** *Show All Courses*
then click **Search**.

Demographics		Course Requests									
StuNum	Last	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	HmLng
10	Cap		7436439	M	7	12	I				English
Data Confirmation		Home Phone		Mother Work - Mary S				Father Work - John S			
Parent/Guardian		Meg/John Strane		(49) 999-9999		(800) 222-2225		(999) 777-7777			
Course Requests		All Course Requests must be approved by appropriate school personnel. Scheduling for grade: 8									
Course Requests Entry											
Activities and Awards											
Subject Area	Primary Request	Alternate Request	Filter Courses								
American Govern			Name or Nbr: <input type="text"/> Sbj Area: Show All Courses <input type="button" value="Search"/>								
Biological Science											
Physical Science											
English											
Economics											
World History/Geo											
US History											
Geography											
Fine Arts/Wld Lang											
Mathematics											
Algebra											
Physical Education											
College & Career											
Health											
Electives			<ul style="list-style-type: none"> Soc Sci 8 (7941) English 8 (8483) Math 8 (8823) Science 8 (8853) PE 8 (9443) 								

series.net Portal Version 5.14.2.28

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Courses to choose from will display on the right.

Click on a course to add your request.

View Course Request Details		All Course Requests must be approved by appropriate school personnel. Scheduling for grade: 8									
Subject Area	Primary Request	Alternate Request	Filter Courses								
American Govern			Name or Nbr: <input type="text"/> Sbj Area: Show All Courses <input type="button" value="Search"/> <input type="button" value="Remove Filter"/>								
Biological Science			Click A Course To Request or ↑ for Info								
Physical Science			0 PD Request (7976)			Band Advanced (6862)			Office Aide (9143)		
English			Art (8233)			Chorus 7/8 (8131)			Orchestra Adv (6311)		
Economics			Art Advanced (4171)			Computer Appl (1141)			Peer Tutor (2962)		
World History/Geo			Art Media (8281)			Drama Adv (3841)			Spanish I (P) (8123)		
US History			Arts/Crafts (6841)			Drama Intro (6252)			Tech Processes (1913)		
Geography			AVID Grade 8 (5448)			Home Art Skills (1953)			VideoProduction (2352)		
Fine Arts/Wld Lang											
Mathematics											
Algebra											
Physical Education											
College & Career											
Health											
Electives			<ul style="list-style-type: none"> Soc Sci 8 (7941) English 8 (8483) Math 8 (8823) Science 8 (8853) PE 8 (9443) 								

Select the “i”, to get more information on the course.

Art Media (8281) ✖

Subject Area #1: **Electives**

Type: **Academic Course**

UC Area: **None**

CSU Area: **None**

Please refer to your school's Curriculum Guide for full course description and any pre-requisites. Most can be found on your school's website.

Request

The course will be added to your requests.

All Course Requests must be approved by appropriate school personnel.
Scheduling for grade: 8

Subject Area	Primary Request	Alternate Request	Filter Courses
American Govern			Name or Nbr: <input type="text"/> Sbj Area: Show All Courses <input type="button" value="Search"/> <input type="button" value="Remove Filter"/>
Biological Science			Click A Course To Request or ↑ for Info
Physical Science			ⓘ 0 PD Request (7976) ⓘ Band Advanced (6862) ⓘ Office Aide (9143)
English			ⓘ Art (8233) ⓘ Chorus 7/8 (8131) ⓘ Orchestra Adv (6311)
Economics			ⓘ Art Advanced (4171) ⓘ Computer Appl (1141) ⓘ Peer Tutor (2962)
World History/Geo			ⓘ Art Media (8281) ⓘ Drama Adv (3841) ⓘ Spanish I (P) (8123)
US History			ⓘ Arts/Crafts (6841) ⓘ Drama Intro (6252) ⓘ Tech Processes (1913)
Geography			ⓘ AVID Grade 8 (5448) ⓘ Home Art Skills (1953) ⓘ VideoProduction (2352)
Fine Arts/Wld Lang			
Mathematics			
Algebra			
Physical Education			
College & Career			
Health			
Electives	ⓘ Soc Sci 8 (7941) ⓘ English 8 (8483) ⓘ Math 8 (8823) ⓘ Science 8 (8853) ⓘ PE 8 (9443) ✖ ⓘ Art Media (8281)	Add Alternate	

Repeat the process for each course you need to request. If you need to delete a course select the **RED "X"** to remove the course request. **7th and 8th graders need to choose 1 elective and 1 alternate. 8th graders requesting a zero period must choose 2 electives and 1 alternate.**

Please contact your school's guidance office for any questions regarding courses and the date range in which you are allowed to add/change your course requests.