



**Deer Park Junior/Senior High School
Online Course Selection Process
2022-2023**



Dear Parents/Guardians of Deer Park Students,

Students in grades 8 - 11 will soon be asked to complete course requests for the 2022-2023 school year. As part of the process, we want to make you aware of the following:

- Students will have initial presentations by the school counselors during the week of Jan. 18th to learn the process, hear about recommended courses for the next school year, and receive links to an electronic copy of the Academic Course Planner and the HS Course Selection Google Form.
- Students will then have almost two weeks to review classes, talk with teachers about honors and AP opportunities, and consult with parents and guardians at home. The HS Course Selection Google Form needs to be completed by February 2nd.
- During the week of Feb. 2nd, students will be shown how to access the online scheduler, will receive a letter from their English teacher with a username and password in order to access the website, and will have further opportunities to ask questions about courses.
- Students will be asked to enter their initial course requests into the online scheduler on Feb. 2nd. This can be done at home or at school
- The Academic Course Planner will be made available via Schoology and on the Deer Park website. An electronic copy will be emailed to all students. Finally, paper copies will also be available.
- There are linked videos on the next page that will assist families with this process; students must use the school accounts to watch these videos.

Please know that the staff and counselors are there to help your student each step of the way as they go through this important process. If you have questions, please do not hesitate to contact us.

Yours in Education,

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Directions for Making Online Course Requests

Students and parents must use the student's school Google accounts to watch videos.

Initial Steps: To be completed by Feb. 2nd - Note: These steps are shown in [THIS VIDEO](#)

1. Students and parents should review the [Academic Course Planner](#) (made "live" Feb. 19) together paying careful attention to the 4-Year Course of study page (page 5).
2. Students should seek staff approval for Honors or Advanced courses.
3. Students must have completed the [HS Course Selection Google Form](#) with 7 bells per semester by February 2nd. A copy of the requests are sent to the students email upon completion of this work. Students should provide several backup electives.
4. After February 2nd, parents and students will receive an email with a document listing the student's requests. Students will use this document for the next steps.

Online Requests: To be completed by Feb. 2nd. Note: These steps are shown in [THIS VIDEO](#).

5. All students will receive a letter from their English teacher with a username, a password, and the URL/web address for students. The address: **Daslpublic.hccanet.org**
6. Students should confirm that the information on the screen after the initial log-in is correct. If not, please contact your school counselor.
7. Click "Course Requests" and change the "Search Mode" to "Specific Course Code." Next, enter the course numbers in the box, separated by a comma. For example: "1234, 5678, 9012, 3456, etc." until all of the course numbers have been entered. Then click "Search."
8. Click on the boxes next to the courses you would like to request. Then, click "Request Selected Courses."
9. If a course did not appear, make sure the correct course number was typed and search again. If the course still does not appear, it is possible to search for the course by department or subject area. If the course still does not appear, please make a note on the Course Request form.
10. Once all of the requests have been made, click "Review Requests" to verify. If all the courses are present, click "Submit Requests." Then, log out.

The Google Form is due February 2nd. All requests must be entered into the Online Scheduler by February 2nd. Again, please contact your student's school counselor if you have any questions or difficulties.