

RANCHO BERNARDO HIGH SCHOOL

Course Request Form Instructions



- This document is online with hot links [here](#)
→ <https://www.powayusd.com/PUSD/media/RBHS/Counseling/CRFInstructions.pdf>

JANUARY – for next year’s class selection process

1. **Complete your paper Course Request Form (CRF)**
 - a. **Select 8 courses** (16 numbers) on your CRF (Note: Band student may have more)
 - b. **Circle and number 1st, 2nd, 3rd alternate classes** for elective/Visual Performing Arts courses on form (NEVER enter alt numbers online – only write on form)
 - c. **Teacher (Jan.28-31):** Ask for advice, what class is best to take next, get **initials** on CRF for courses (English, Math, Science, Hist., World Language).
 - d. **Parent (Jan.28-31):** Review and **sign** paper CRF
2. **AP Courses require permission** form signed by both student and parent. Find form here: www.RBHS.org→academics→AdvancedPlacement→Under AP forms select “AP course request policy”
3. **Career Planning Asgmt (Feb 1-15):** www.RBHS.org→academics→Career/College Exploration

FEBRUARY 15th: ONLINE CLASS ENTRY for current RBHS students (8th graders ask teacher)

- Enter course by number not name (16 total including numbers for off roll).

www.RBHS.org → CRF course requests button will be in the announcements section (same as link below)

[Class Entry Here](#) or → [https://www.powayusd.com/en-US/Schools/HS/RBHS/ACADEMICS/CRF-\(Course-Requesting\)](https://www.powayusd.com/en-US/Schools/HS/RBHS/ACADEMICS/CRF-(Course-Requesting))

FEBRUARY 25th: Turn all paper forms to English or 2nd Period teacher (if no English)

1. **Paper CRF** with parent signature and choices for alternates marked. Did you fill in your name/email/cell number so we can contact you if there is a problem?
2. **AP Course Request** Form(s) completed and signed by both student and parent.

MARCH

Students meet with their counselor individually to review choices or change and requests regarding graduation & college requirements during scheduled English or per.2 class visit to the Bronco Center - after you have submitted your requests online.

- We **do not control** which term you will be scheduled in a specific class unless it is a sequential subject.
- We **cannot pick specific teachers or periods** for classes.
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