

Poway High School

Course Request Instructions

1. Choosing your courses for the next school year. (Complete steps a-f)
 - a. On the Course Request Worksheet **select your 15 courses** for the next year. (Each trimester can have up to 5 courses and thus 15 courses for the entire year. Off roll count as one course selection.
 - b. **Enter three alternates** for electives/Visual Performing Arts.
 - c. Course numbers can be found next to your course selections on the Course Request Worksheet.
 - d. **Course descriptions are here** → [PHS Course Catalog](#) (use ctrl+F to search class name/number)
 - e. If you are unsure about what level of class to take next, consult with your teachers for their recommendation. They know your present abilities and can advise on which class.
 - f. Complete Course Request Form (**CRF**) referring to your worksheet for your selections. Remember you must have 15 course selections, in addition to three alternates listed for a total of 18 course selections total. Once you have 18 selections, go to step 2 for submission.
2. Finalize your class choices - enter course numbers from your CRW/CRF into your Synergy account.

~ If you earned an F in a core class in the past, please make sure you plan to retake the class, or email your counselor if you would like them to try to add you to summer school to retake the class.

- **Course Request Process for current PHS Students**

- February 6 - Counselors share CRF presentation to all students during homeroom
- February 11 - Synergy portal opens - students input course requests online
- February 17- CRFs returned to Homeroom teacher (Students keep the course request worksheet)
- March - Counselors will meet with students individually to review their course requests

Other key dates:	Engineering Info Night	Feb 8 @ 7pm (N3-107)
	AP World History Info Night	Feb 9 @ 6pm (K1)
	Elective Table Fair	Feb 15 during lunch (quad)

- **Course Request Process for current 8th Graders**

- Feb. 27 to March 3 - Counselor(s) Visit Middle School to help students complete CRF
- March 14 - Parents and students attend 8th Grade Family Night
- March 15 to 31 - Students enter course request numbers into Synergy

Other key dates:	Instrumental Music Info Night	March 21 @ 7pm (N1-100)
	Engineering Info Night	March 22 @ 7pm (N3-107)