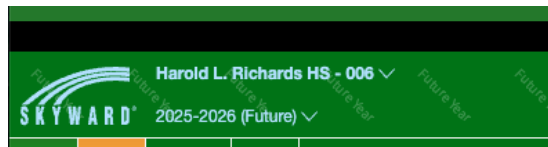




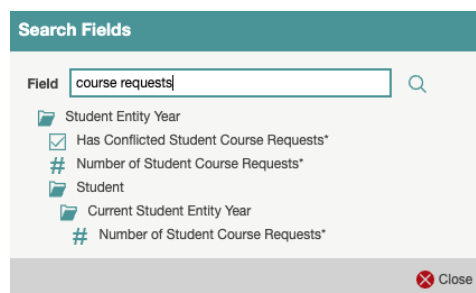
## FUTURE YEAR: STUDENT COURSE REQUEST COUNT

For future scheduling until schedules are tumbled, no students are scheduled into any classes and no credits are assigned. When checking to see if students have the correct number of **REQUESTS**, you will be counting each course for each semester. Students with a full day (7 periods of instruction, you would want to look for students with **UNDER** 14 requests. Remember you need to count S1 & S2 to get the correct number of requests. (e.g.: 7 classes 1<sup>st</sup> semester + 7 classes 2<sup>nd</sup> semester = 14 course requests)

- **STUDENT/STUDENT PROFILE**
- Switch to the **FUTURE SCHOOL YEAR** (e.g.: 2025-2026)
  - Skyward border should be green in color to indicate you are in a **FUTURE** school year. You will also see the **FUTURE SCHOOL YEAR** with Future in parenthesis e.g.: **2025-26 (Future)**

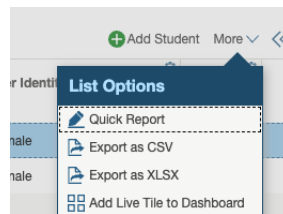


- Once in the **FUTURE SCHOOL YEAR**, go to **STUDENT/STUDENT LIST**
  - You can use your filter options to filter to specific grade level, feeder school, counselor if you have inserted counselor as a column, etc.
- Select a cog/gear, click insert a column
- In the search area, type **COURSE REQUEST**
- Select **# NUMBER OF STUDENT COURSE REQUESTS\*** from the **STUDENT ENTITY YEAR** folder





- Once added, you will have a column that will show you the number of course requests each student currently has.
- You can use your filter options to filter the # Number of Course Requests to show who have under a specific number of requests.
  - You can use the **MORE** button to export the data into an excel file where again it can be filtered/sorted
  - You can add a LIVE TILE to your Dashboard for easy access to the list and as students reach the course request number of 14, they will drop off your filtered tile/list.



Student List											
STUDENTS											
Search Last Name		View: Skyward Default (Modified) Filter: All Students Quick Filter									
	Indicators	↑1 Last Name	↑2 First Name	Middle Name	Number of Student Course Requests	Grad Year	Grade	Current Active	Default Entity	Student Number	Counselor
		Abarca	Yoselyn		18	2027	11			2760370	Mohamed, Reem
		Abd Rabbou	Solafa		9	2026	12			2660666	Mohamed, Reem
		Abdallah	Janeen	Nedal	12	2029	09			2960228	Dinolito, Joseph
		Ahdeen	Ahedelehafar	Rassem	17	2028	10			2860027	Dinolito, Joseph

## SAMPLE LOOK OF STUDENT LIST WITH # OF COURSE REQUESTS

If you have any questions, trouble or would like assistance, please contact the District or Building Application Specialist

