

Online Student Course Requests



****IMPORTANT: You must use the STUDENT'S Skyward login to complete this process.** This is the same login used at school for Canvas, the lunchroom, the computer lab, etc. It starts with an S. If you cannot remember the password, see the campus representative in charge of passwords. It cannot be reset through email or a phone call. **The parent login will not work in course requests.**

STEP 1: Login to Student Skyward Account

- Go to www.southlakecarroll.edu and click "Students"
- Click the "Family Access" link under Quick Links on the right side.
- Students will log in with the CISD username (Login ID) and password. **The student credentials MUST be used to log in. The course request process is not active under the parents' login.** Once the username and password has been entered, click the "Sign In" button to log in to the site.

SKYWARD®
CARROLL ISD
Educator Access

Login ID:
Password:

[Forgot your Login/Password?](#)

Login ID: S number (Same as cafeteria #, must include S)
Password: Same password used for Canvas and school computers

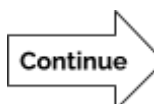
**** If the student receives the "Pop-Up Blocker" warning screen, click "Retry" to bypass the pop-up blocker. ****

Continue

Step 2: Request Courses

- To request courses for the 2025-2026 school year, click the "Schedule" tab (1). To start entering the requests, click the "Request Courses for 2025-2026 in Dawson Middle School" Link (2)

- To search for a course, enter the course number on the search line (1). You'll find the course number to the right of the course name on the course request card. Then click "Search" (2)



- Once the course shows under "Available Courses for 2025-2026," highlight the course by

Request Courses for 2023-2024 in Dawson Middle School

Cathryne (Dawson Middle School) Request Courses | Request Alternates

Available Courses for 2023-2024

EL1OD7	OUTDOOR EDUCATION	0.000 Credits
F1BND4	BAND	0.000 Credits
P1A7BA	ATHLETICS	0.000 Credits
P1A7GA	ATHLETICS	0.000 Credits
EL1MM	MEDIA MANIA I	0.000 Credits
EL1MM2	MEDIA MANIA II	0.000 Credits
EL1NW7	LIFETIME NUTRITION & WELLNESS	0.000 Credits
E1CARA	CARE READING	0.000 Credits
E1LA7A	LANGUAGE ARTS	0.000 Credits
E1YR7A	YEARBOOK	

Class Info

LIFETIME NUTRITION & WELLNESS

Dawson Middle School	Dept: Electives
Alphakey: EL1NW7	Subj: Electives
Course Length: SN	Credits: 0.000

Search Clear

Total Requests/Scheduled: 0 Total Credits: 0.000

Selected Courses

Cathryne has no courses requested in Dawson Middle School

clicking on it (1) and click "Add Course" button (2). Click the "clear" button to reset (3) and search for your next course. Repeat the process for adding more courses.

- Continue adding courses until the TOTAL CREDITS equals 9. (Note: look at CREDITS, not requests (1))

Request Courses for 2023-2024 in Dawson Middle School

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Course Length: SN	Credits: 0.000

Search Clear

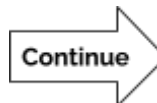
Total Requests/Scheduled: 1 Total Credits: 9

Selected Courses

EL1NW7 LIFETIME NUTRITION & WELLNESS
0.000 Credits

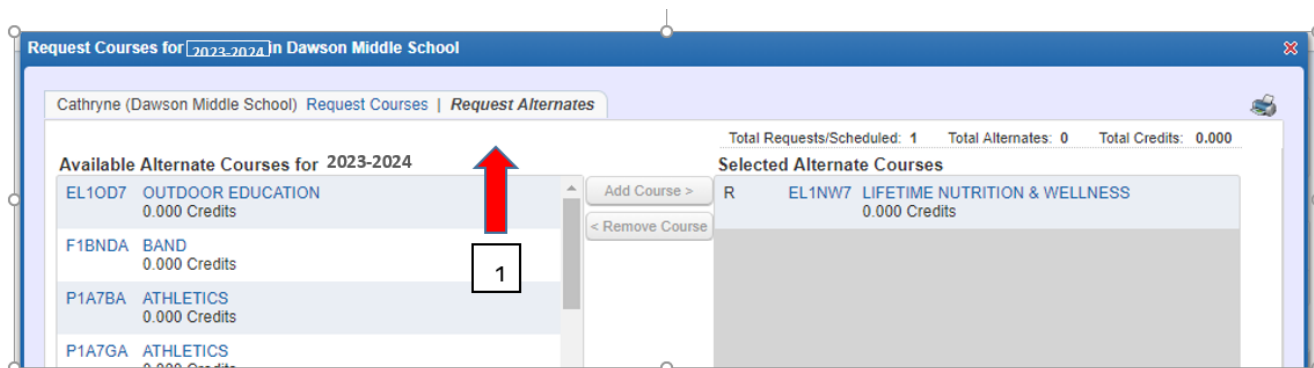
Remove a Previously Selected Course

- Click on the course in the right "Selected Courses" pane, then click the "Remove Course" button. The course will be removed (2)

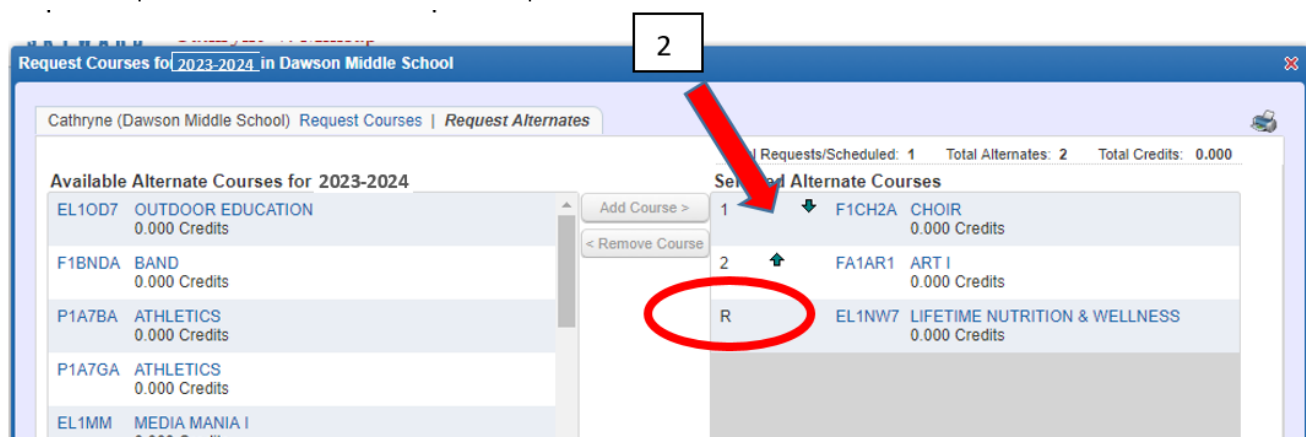


Step 3: Add ALTERNATE elective courses (*REQUIRED*)

- To request alternate classes for electives, choose the "Request Alternates" tab (1) and follow the same steps as described above. Students must select 4 alternate courses. The alternates will be considered if the selected courses are not available during the scheduling process.



When you have more than one alternate request added, you can move the alternate requests up or down in preference of priority by using the arrows next to the number (2). R indicates that it is a course request and not an alternate request.



After entering all of your requests, you may log out of Family Access and close your browser.

***THERE IS NOT A SAVE BUTTON.** You may exit Skyward once you have entered your requests and alternates.

You can verify that your requests are in Skyward by logging out and then logging back in to check. There is not a need to contact the school to verify.