

## AHS Course Requests Information for Grade 8 Students & Families

This document contains information regarding grade 8 students making course requests for their grade 9 year at Attleboro High School. Topics included herein: viewing requests in Aspen, honors requests, and appeals.

### Aspen

Students and Families: Most grade 8 students visited Attleboro High School in December and had the opportunity to make course requests. These requests are now viewable in Aspen. To view them, follow these directions and see the screenshot below.

- Log into Aspen *using the student's account*
  - If using an Aspen Family account, you must select your grade 8 student
- Click on My Info top tab
- Click on Requests then Request Details on the left tab
- View courses.
  - It is recommended to sort by the "Alternate?" column.

Attleboro Public Schools 2023-2024

How to View Course Request List in Aspen (students)

Pages **My Info** Academics Groups Calendar Locker Destiny

Requests

My Details  
Transcript  
Current Schedule  
Contacts  
Attendance  
Conduct  
Assessments  
Membership  
Notifications  
**Requests**  
Request Details  
Graduation Progress  
Fees

Options Reports Help Search on Alternate?

Entry mode not available

0 of 16 selected

2024-2025 - Requests: 12 primary, 4 alternate - Scheduled: 57% - Credits: 46.0

SchoolCourse > CrsNo	SchoolCourse > Description	Alternate?
<input type="checkbox"/>		N
<input type="checkbox"/>		N
<input type="checkbox"/>		N
<input type="checkbox"/>		N
<input type="checkbox"/>		N
<input type="checkbox"/>		N
<input type="checkbox"/>		N
<input type="checkbox"/>		N
<input type="checkbox"/>		N
<input type="checkbox"/>		N
<input type="checkbox"/>		Y
<input type="checkbox"/>		Y

Click "Alternate" column once to sort by "N"s on top and "Y"s on bottom.  
N = Primary Request  
Y = Alternate Request

### Students Who Requested Honors

Students who requested honors classes for next year can determine if that request was granted by looking at courses when sorting by the "Alternate?" column. If there is a N in the column, that indicates that the request for an honors class has been granted (the N indicates that it is not an alternate request but a primary one). A Y indicates that it has not. Many data points were considered in granting honors requests such as attendance, standardized test scores, and teacher recommendations. If a student does not have a N in the Alternate column next to a course they wish to take, then they may appeal for placement in an honors course (see next section). Please note that having an honors request does not guarantee placement in a course due to a variety of scheduling factors.

## Appeals

Students are eligible to submit an appeal for potential placement in an honors course via a digital application form. **The deadline to complete this form is Monday, January 29, at 11:59 pm.** This is a firm deadline and no exceptions can be made as the school must move forward with building our schedule for next year.

Appealing is optional. If you choose to submit an appeal, it will be carefully considered, and once a decision is made, it will be communicated to you. Second appeals will not be accepted, so we encourage you to put forth your best effort for this one time opportunity.

The appeal application form asks you to submit multiple pieces of information and many data points include expectations for the level of performance in a particular subject area. It is unlikely for appeals to be granted if multiple data points do not meet the level of expectation indicated on the form. Please recognize that, as noted above, most students have to submit appeals because they did not receive their teacher's recommendation for honors level in that respective subject course. The teacher recommendation timeline is now over, so students should no longer approach their teachers about recommendations; they should complete the appeals process.

Here is the appeal form: [Appeal Form 2024](#).

## Notes

- If you requested multiple honors level courses and were not recommended for them, then you will need to indicate each department and course on the Appeal Form.
- You will be asked to input specific data into the appeal form. If there are discrepancies between the data you enter and the data in Aspen, then your appeal will be denied.

- When sharing documents on the form, make sure the share settings allow them to be viewable by APS staff members. We recommend that you upload documents to your school-issued Google Drive and then share links to those files on the form.
- If an appeal is granted, that does not guarantee placement in the course. A granted appeal means that your primary request in that subject will change from “college prep” to “honors” (depending on what you requested).
- You must be logged into your @attleborops.net account to access the form.
- If you are no longer interested in submitting an appeal, you can ignore this message; no action needs to be taken.