Course Request Card Due: __________
Note: Make sure to list all selected courses on your registration card. Cards at will be submitted to your English Teacher.

Entering Course Requests using Family/Student Access
Log into Skyward Family/Student Access:

On the left side of the screen click Schedule. The screen below will appear:

Click the Request Courses…. for the student you will be entering data. The screen to Add requests will appear.

To Add/Remove requests
Some courses may have already been placed into your requests; they appear on the right side of the screen, and these cannot be changed.

To Add a Course: Select the desired course by clicking the course in the Available Courses column. Once the course is highlighted, Click the Add Course button. Make sure to add both the A and B course for full year courses.

As you add courses, they will appear on the right side under the Selected Courses column.

To Remove a Course: Select the desired course by clicking the course in the Selected Courses column. Click the Remove Course button.

As you remove courses, they will disappear from the right side under Selected Courses column. Make sure you remove both the A and B course for full year courses.
If building requires alternates follow the directions below:
To Add/Remove Alternate requests select the Request Alternates tab.

To Add an Alternate Course: Select the desired alternate course by clicking the course in the Available Alternate Courses column. Once the course is highlighted, Click the Add Course button.

As you add courses they will appear on the right side under the Selected Alternate Courses. You MUST enter 4 alternate courses. For a full year course, you MUST enter both the A and B sections of the course.

Alternate requests can be removed using the Remove Course button as directed above.

Once all entries are complete, verify that you have the correct Total Credits. (6 credits are needed for a full schedule)

Miscellaneous Information
This procedure can be completed using either parent or student access ID.
If you need a parent access code, please contact Family Access email, familyaccess@wlcsd.org, or call 248-956-2190.
If you need a student access code please contact your building’s Media Center staff.