Online “Requests” Due: ____________
Course Request Due: ____________ to your ________________ teacher

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

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

Please note: Encore schedule selections will be impacted by course and staff availability.

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 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.
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.

Is your student participating in the BYOD program? If yes, enter the BYOD Number in Family/Student access program. If no, no entry of BYOD Number is required. Because this program is not a class, it will not affect the total credits.

If requesting a course that is all year both first and second semester courses need to be inputted/selected.

Please make sure to scroll through the complete list so you can select both classes.
Band and Orchestra - full year at ALL Grade Levels. (Enter Instrument selection on tab)
Foreign Language (French, Spanish, German) - full year for 8th grade.
Vocal Music - full year for 8th grade.

Please note: Some schools offer a one semester option of Vocal Music.
Print your Selected classes.

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

If desired you can print your selected list for your records.

Print your Selected courses by clicking the Print button in the upper right corner.

Miscellaneous Information
This procedure is the same when using either parent or student access.
Current Elementary School students must use only parent access.
If you need a parent access code please contact Family Access email, familyaccess@wlcsd.org, or call 248-956-2190 and one will be issued.
A video to provide additional assistance with this process is available at:
http://youtu.be/5bcUb1SqnI8