



Redlands Unified School District
REDLANDS HIGH SCHOOL
Course Request Instructions: 2019-2020

Students must complete their Course Requests for High School through the AERIES portal this year. Course requests will allow your counselor and administration to insure you are placed in the optimal courses for the next academic school year.

Course Requests will be available for both the student and parent Aeries Portals on:
January 22, 2019 to January 27, 2019 at midnight PST.

Existing Student to Redlands Unified School District with a current Student/Parent Portal Account:

1. Go to the website: <https://aeries.redlandsusd.net/ParentPortal/>
2. Enter your Student/Parent Email Account
3. Enter your Password

** If you have forgot your password:

- a. *Click* on 'Forgot Password?'
- b. Enter your Student/Parent Email Account
- c. Log into your email account
- d. Follow the instructions in the email from postmaster@redlands.k12.ca.us


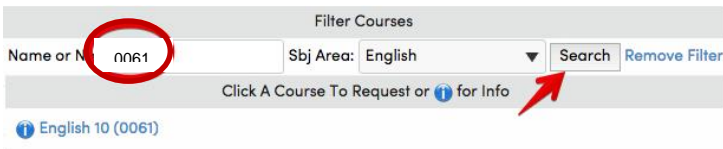
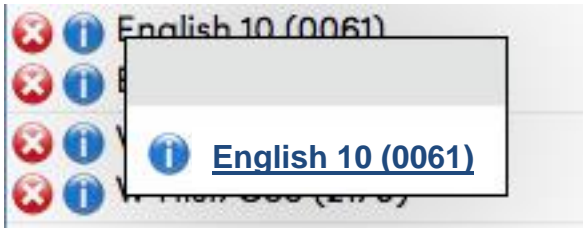
Existing Student Needing an Aeries Account:

1. Go to the website: <https://aeries.redlandsusd.net/ParentPortal/>
2. *Click* on '[Create New Account](#)' and *select* account type: Student
3. Enter a Student/Parent Email Account
4. Enter a password
5. Wait 10 minutes and your email for the activation email.
6. Return to website: <https://aeries.redlandsusd.net/ParentPortal/> and login with your email address and password

** Once logged in, you will need the following information from your teacher/counselor/school personnel

- Permanent ID
- Telephone Number
- Verification Passcode (VPC)

How to Submit Your Course Requests:

1. Log in to your Aeries Student Portal	Student Portal: https://aeries.redlandsusd.net/ParentPortal/
2. To enter the Course Request form: a. <i>Select</i> 'Student Info' in the upper left menu bar b. <i>Click</i> on 'Course Request Entry'	
3. To find a course, <i>Type</i> in the 'Course Name' or 'Course Number' and click on search	
To select a course, <i>click</i> on the Course and it will be added to your Primary Request.	
4. To remove a course, <i>click</i> on the red 'X' next to the course.	

Please Double Check the following:

- Make sure you have a class for each period and each semester. Most classes are two semesters. Example: Everyone will take English 10 (0061) and English 10 (2061) – first and second semester English 10.
- Make sure you are using the correct course code. Some subjects have many options. Use the code(s) on your registration sheet.
- Parent signature is required for AP and Honors Classes.
- No changes can be made after midnight on **Sunday, January 27**.
- Counselors will review all course selections and talk with you regarding any concerns at your Counseling Office visit.

Please carefully consider your course selections. Students' course selections determine the instructional needs, staffing and ultimate structure of the RHS master schedule. **For this reason, no course changes (fall and/or spring semester) will be made after June 1, 2019***. All questions and concerns should be addressed with school counseling staff no later than **May 31st**. We look forward to working with you in the coming year.

*Special circumstances may necessitate a change in course selections after June 1 such as: incomplete schedule, unmet prerequisite requirement, completion of coursework during summer academy. Level changes may be considered on a case-by-case basis in consultation with the student, parent, teacher and school counselor. Requests from students or their parents for a change in teachers will not be honored as such changes impact master schedule balance. Considerations will be given to requests from students assigned to repeat a course with a teacher under whom they have previously failed. Second semester schedule adjustments may be required if a student did not earn credit for a first semester course and no longer meets prerequisite requirements. Final approval for schedule change requests rests with the principal.