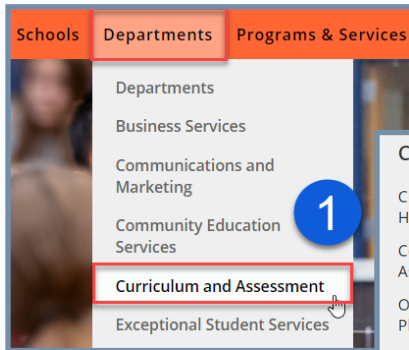


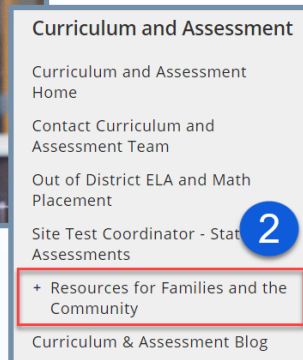
Elective Course Requests in ParentVUE

If you do not have a copy of the Elective Interest Sheet for your student's school and grade level, navigate to the Kyrene School District website (www.kyrene.org).

Accessing Elective Interest Sheets

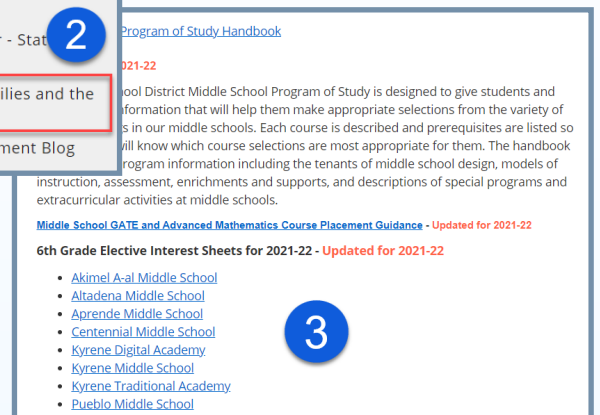


1) Hover over the **Departments** drop-down menu and select **Curriculum and Assessment**.



2) Click on **Resources for Families and the Community** from the Curriculum and Assessment menu.

3) Select the Elective Interest Sheet for your child's school and grade level. Each course is described and prerequisites are listed so that students will know which course selections are most appropriate for them, and directions are included to ensure your child chooses the correct number of courses for the year.



Navigate to the ParentVUE website (www.kyrene.org/pvue)

ParentVUE Login

4) Enter your Username and password and click the **Login** button.

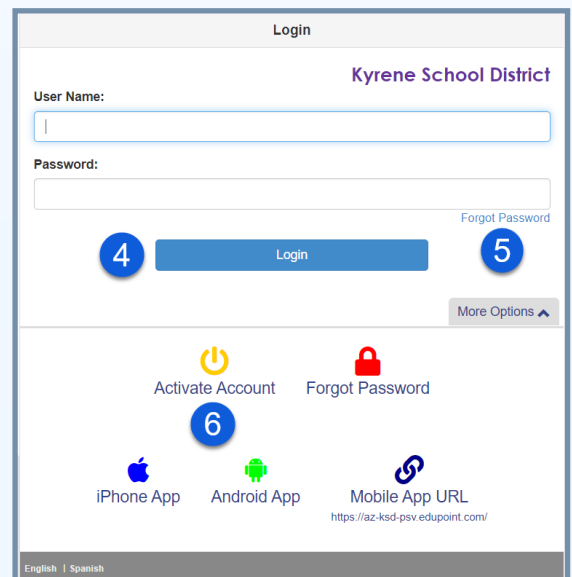
Forgot Password

5) If you are unsure what your username or password is, click the **Forgot Password** link.

The username associated with your ParentVUE account will be emailed to you along with a link to reset your password.

Activate Account

6) If you do not have a ParentVUE account, contact your child's school to issue you an Activation Key with directions on how to create an account.



Elective Course Requests in ParentVUE

Reviewing Student-entered Course Requests

Using the Elective Interest Sheet for reference, students will enter their primary course requests and alternate course requests in StudentVUE. Parents will have the opportunity to review their child's course request selections through ParentVUE to ensure accuracy, and edit course requests if needed.

1) Once logged in to ParentVUE, click on the **Course Request** tab.

2) The primary course requests that your child selected will appear in the **Selected Course Requests** section. Alternate choices will appear in the **Selected Alternate Course Requests** (Excluding KMS).

3) Compare the course requests in ParentVUE to the course requests chosen on your student's Elective Interest Sheet. The **Selected Course Request** section should include a set of either [2] year-long courses **OR** [1] year-long course and [2] semester courses **OR** [4] semester courses. See outline on the Elective Interest Sheet. The **Selected Alternate Course Requests** section should have alternate courses listed in priority order with the first choice alternate selected first and second choice alternate selected second, and so on. *Note: KMS students will not select alternate course requests.*

4) If the course requests need to be edited, click **"Click here to change course requests"**.

5) Click the **"Remove"** button next to courses that need to be deleted. New primary course requests are added by clicking the **"Add Request"** button next to course titles, new alternate course requests are added by clicking the **"Add Alternate"** button. *(See steps 3 through 6 on the next page for additional information on adding course requests)*

6) When selections are finalized, click **"Close"** to exit ParentVUE.

Priority is given for placement in year-long elective offerings. Rankings of semester-long elective options is an indication of a student's interests. Every effort will be made to honor the interests, however due to class size and teacher availability there can be no guarantee that every course will be offered or that the student will be placed in their classes of interest.

Primary Course Interest Options
Complete ONLY ONE box depending upon the length of your primary courses of interest.
Students who wish to take a semester course for a full year may write that course for two of their semester course options (not guaranteed).

2 one year-long courses Year-long course _____ Year-long course _____	OR	1 one year-long and 2 semester-long courses Year-long course <u>Spanish 1</u> Semester-long course _____ Semester-long course <u>Media Production</u>	OR	4 semester-long courses Semester-long course _____ Semester-long course _____ Semester-long course _____ Semester-long course _____
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Alternate Course Interest Options
 List your alternate course interests in the space below. Alternates must be completed and will be used in the event that a course interest cannot be fulfilled. **These alternates must be DIFFERENT from the courses listed above.**

Alternate Course 1 Multimedia Digital Arts
 Alternate Course 2 Art
 Alternate Course 3 STEM
 Alternate Course 4 Theater

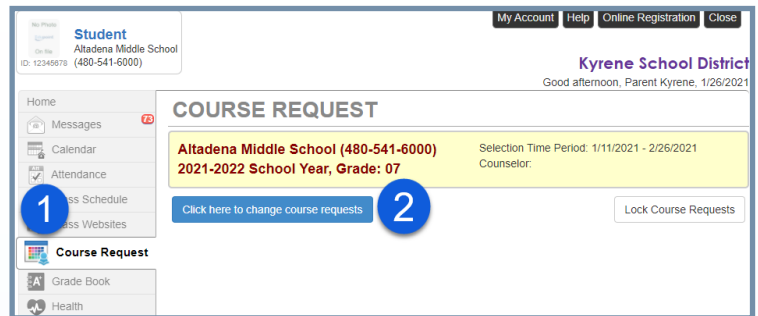
For Band and Orchestra
 Instrument: _____ Years: _____

Elective Course Requests in ParentVUE

Adding Course Requests

1) Once logged in to ParentVUE, click on the **Course Request** tab.

2) Click on **“Click here to change course requests”** to display course offerings.



3) Using the Elective Interest Sheet for reference, first select your student’s **Primary Course Interest Options** by clicking the **Add Request** button to the left of each course title in the **Search Courses** box. (Primary course interest selections will include a set of either [2] year-long courses **OR** [1] year-long course and [2] semester courses **OR** [4] semester courses. See outline on the Elective Interest Sheet.)

4) **If your student will be attending Kyrene Middle School, please skip this step.*

Using the Elective Interest Sheet for reference, select the [4] alternate course requests that will be considered if your student’s primary course

Search Courses				
Action		Ln	Course Title	Elective
	Add Request			
			Q	(All)
	+ Add Request	1	Advanced Band	Yes
	+ Add Request	2	Advanced Chorus	Yes
	+ Add Request	3	Advanced Orchestra	Yes
	+ Add Request	4	Art 7	Yes
	+ Add Request	5	Band	Yes
	+ Add Request	6	Family and Consumer Science 7	Yes
	+ Add Request	7	Mandarin Chinese 1A	Yes
	+ Add Request	8	Media Production 7	Yes

choices cannot be accommodated. **Note:** Alternate courses must be selected in priority order with the first choice alternate selected first and second choice alternate selected second, and so on. If one of the primary course options is at capacity, the highest priority alternate choice will be used as available.

5) Once all course requests have been selected, you will review the selections for accuracy by clicking **“Click here to return to course request summary”**. For students attending a school other than Kyrene Middle School, be sure to confirm that the alternate requests are listed in the student’s preferred order. If the order is incorrect, click **“Click here to change course requests”** (as shown in step 5) so you can remove the alternate requests and add them back in the correct order.

6) When the course request selections have been finalized, click **Close** in the top-right corner to exit ParentVUE.

