Family/Student Access Course Request Instructions

At a designated time, secondary schools will turn on the ability to select next year classes through Family Access. If you do not have access to your Family Access account, use the "forgot your login/password" link on the login page to have the system send you a password recovery link.

Selecting Next Year Course Requests

Once logged into Family Access, click on the left side Schedule tab. On the right side of the schedule screen you will see the Course Requests tab. If request processing is available, you'll see a "now open" in green text. Click on the hyperlink "Request Courses for 20xx-20xx in (your next year school)".

Course Requests now open

Request Courses for 2016-2017 in NORTH LAKE MIDDLE

Classes on the right side have been preselected by your school. To replace a class, FIRST remove the preselected class you want to replace from the right side using the "remove course" button. Then, select a new class from the left side and use the "add course" button to move it over to the right side.