

2017-2018  
Course Request Instructions  
Open March 20<sup>th</sup> – March 24<sup>th</sup>

PA's course requests will be available online from March 20<sup>th</sup> – March 24<sup>th</sup>. Students entering Grades 7-12 will need to request courses online through RenWeb/Parents Web.

- Login to RenWeb at [www.RenWeb.com](http://www.RenWeb.com)
- Select STUDENT INFORMATION
- Select Course Request
- Select your student's name – the name of each student is listed on separate tabs.
- Select all courses that your student is requesting for the 2017-2018 school year:  
Click a drop-down box and highlight the name of the course.

*If a course does not appear, it may be:*

1. The student is currently enrolled in that course
2. The student has already completed that course
3. That course is not offered for that grade level

- After making selections, scroll to the bottom of the screen and click "Continue".
- You may change the course requests as many times as needed during the dates indicated above. Be sure to click "SAVE" to save selections after each update/change
- You will be allowed to select/change/update your courses until Friday, March 24<sup>th</sup>. After that date, the Course Request feature will no longer be accessible online. An appointment must be scheduled with a Guidance Counselor.

Notes:

- If a student is not registered for the 2017-2018 school year, Course Selections will not work properly.
- Students entering the 6<sup>th</sup> grade do not make Course Selections – this will be done automatically.
- Study Halls for grades 6-12 will be assigned automatically in the fall. This will not be a course selection.
- Rotation Classes for 7<sup>th</sup> and 8<sup>th</sup> Grades will be assigned in the fall.
- Homerooms will be assigned in the fall.
- All students in grades 6-12 are required to take a minimum of 5 Academic Courses.
- Schedule Conflicts: Every effort will be made to minimize conflicts; however, please recognize that occasionally students must make choices between subjects.
- To be eligible to graduate from Pillow Academy, a student must complete a minimum of 3 consecutive semesters at Pillow Academy. These semesters must include 2<sup>nd</sup> semester of the Junior year (11<sup>th</sup> grade) and both semesters of the Senior year (12<sup>th</sup> grade).

Contact:

Principal: Tim Burton, [tburton@pak12.com](mailto:tburton@pak12.com)

Counselor for Grades 6-10: Mary Courtney Wilson, [mccwilson@pak12.com](mailto:mccwilson@pak12.com)



Counselor for Grades 11 - 12: Gearldine DeLoach, [gdeloach@pak12.com](mailto:gdeloach@pak12.com)  
RenWeb: Jane Hart Hargett, [jhhargett@pak12.com](mailto:jhhargett@pak12.com)