



Student Course Requests – Using your GradeBook Portal for 2021-22!

Step 1 – Review Student Instructions – **How to Enter Course Requests**

Step 2 – Review Courses available at Seabreeze using:

Gr 9 Course Requests

Gr 9 Course Requests (AICE cohort only)

Gr 10 -12 Course Requests

Step 3 – Review pre-selected courses that appear (greyed-out) in GradeBook

Step 4 – Add additional electives/courses using course numbers

Step 5 – Choose 7 total credits (noting some courses are $\frac{1}{2}$ year, $\frac{1}{2}$ credit) and number any additional requests over 7 using priority (i.e 1 -7 in priority box). Only prioritize if you choose more than 7 courses. (refer to How to Enter Course Requests)

Step 6 – Courses that have been pre-selected (greyed-out) can only be dropped by printing a course request sheet and writing the word “ DROP “ next to the course and emailing to your counselor. Only use the course request sheet to “ADD” courses that cannot be entered using the course number (i.e. Dual Enrollment, FLVS, VOL, or other). Course request sheets are also available in guidance office.

All requests must be entered by March 1. Contact your school counselor with questions.

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