

Directions to Verify Course Requests for the 2021 – 2022 School Year

To access your child’s course requests for next school year, you will need a Parent Portal Account in Infinite Campus. If you do not have a Parent Portal account, then email Ms. Holloway in the Registrar’s Office at pamela_t_holloway@dekalbschoolsga.org to set one up.

1. Log into Infinite Campus Parent Portal
2. Once you are logged in to Infinite Campus, look to the left-hand side of the screen. If there are menu options then proceed to the next step. If there are not menu options, click on the icon with the three bars in the upper-right hand section of the screen, on the green bar, to the left of “Infinite Campus,” and the menu options should open up.
3. Click **More**.
4. Look to the right of the menu options and click on **Next Year Course Request**.
5. The screen that opens up will have 8 course requests for most students who will be in the 10th, 11th, and 12th grades next year. Students who will be in the 9th grade next year will have 10 courses listed, as 9th grade students have two sets of half semester courses.
6. Please read the guidance below that will explain codes, holding codes, and holding titles. Holding codes and titles are temporary codes / titles used to help Infinite Campus schedule students correctly, and they will be changed to the actual course indicated on the chart later on in the process. Please note that some of the holding codes / titles will have a V or VIR at the end of them. These are just holding codes / titles, and the classes will not be virtual; they are just holding codes.

Explanation of Codes

Type of Course	Explanation	Format in Course Code
Gifted *	All gifted courses have a .2 for the third digit of the course code. <u>Most</u> all gifted courses will have a G at the end of the course code.	XX.2XXXXXX OR XX.2XXXXXXG
Accelerated *	All accelerated courses will have an A at the end of the course code.	XX.XXXXXXA
Co-Taught +	All co-taught courses have a .9 for the third digit of the course code and a C at the end.	XX.9XXXXXC
Resource +	All resource courses have a .8 for the third digit of the course code and an S at the end.	XX.8XXXXXS
ESL -	All ESL courses will have an E at the end of the course code.	XX.XXXXXXE

X = digit in course code will vary from course to course

* = gifted and accelerated (high achiever in middle school) are combined together in high school

+ = requires special education services in an IEP

- = sheltered ELL course

Holding Codes

Note: These codes and titles will change once the master schedule is built.

Course	Holding Code	Holding Title
One Semester General Level Algebra	27.3971000V	GSE COORD ALGEBRA-VIR
One Semester Co-Taught + General Level Algebra	27.1971000R	GSE COORD ALGEBRA
One Semester General Level Geometry	27.3972000V	GSE ANALYTIC GEOM-VIR
One Semester Co-Taught + General Level Geometry	27.1972000R	GSE ANALYTIC GEOM
Georgia State Dual Enrollment	98.4000001	TRAVEL TIME A
Georgia State Dual Enrollment	98.4000002	TRAVEL TIME B
Georgia State Dual Enrollment	98.4000000	TRAVEL TIME
Fernbank (Non-STT Courses)	98.0150000	HOLD_FERNBANK
Work Based Learning	98.0180000	HOLD_WBL

7. If all information is correct, then you do not need to do anything further.
8. If there is an error, please click on the link below that will take you to an electronic form to complete so that we can enter the correct course / title. Only changes entered on the electronic form will be processed. Changes will not be processed by phone call, voicemail, or email. All changes need to be submitted by Friday 4/23.

[Course Request Correction Form](#)