

## Central Campus Course Request Process for SY 21-22

Students who are in grades 8-11 for SY 20-21 may make Central Campus course requests for the following school year (SY 21-22).

Please follow the directions below to make your course request.

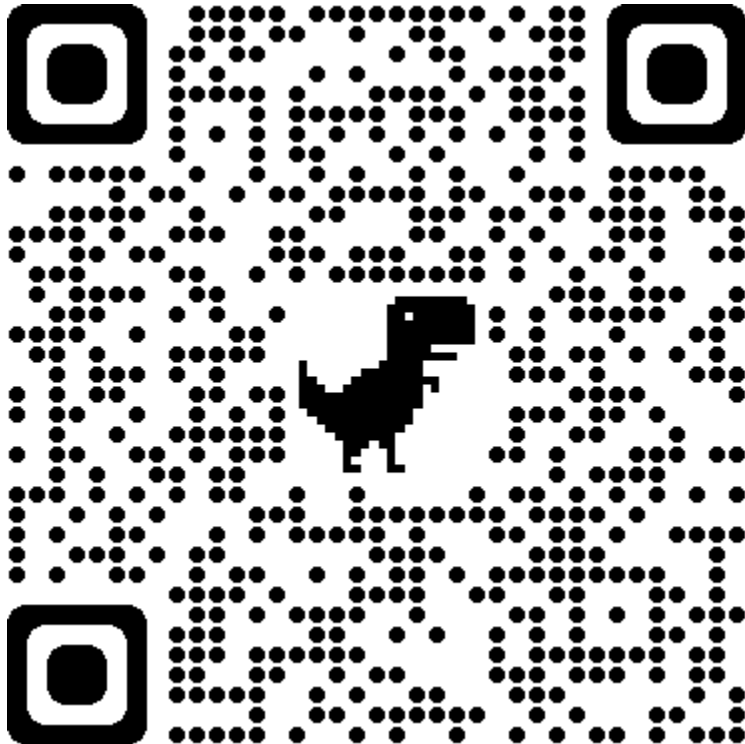
Everyone: this is not a first come, first serve process. So please do not stress over getting this information later than others.

### Current DMPS students

- First round course requests will be taken starting February 8 and ending March 12.
- Your home HS/MS counselor will visit one of your classes to make next year's schedule in MYAP. You will let your school counselor know what you would like to take at Central Campus in MYAP.
- You will need to complete a survey in addition to making your request in MYAP. This survey is short and is required to make your course request(s). **Without taking this online survey you will not be able to make a course request at Central Campus.**

**If you've never been a student at Central Campus before**, please take this first year survey by using this link or QR code. You may make requests for more than one program at Central Campus.

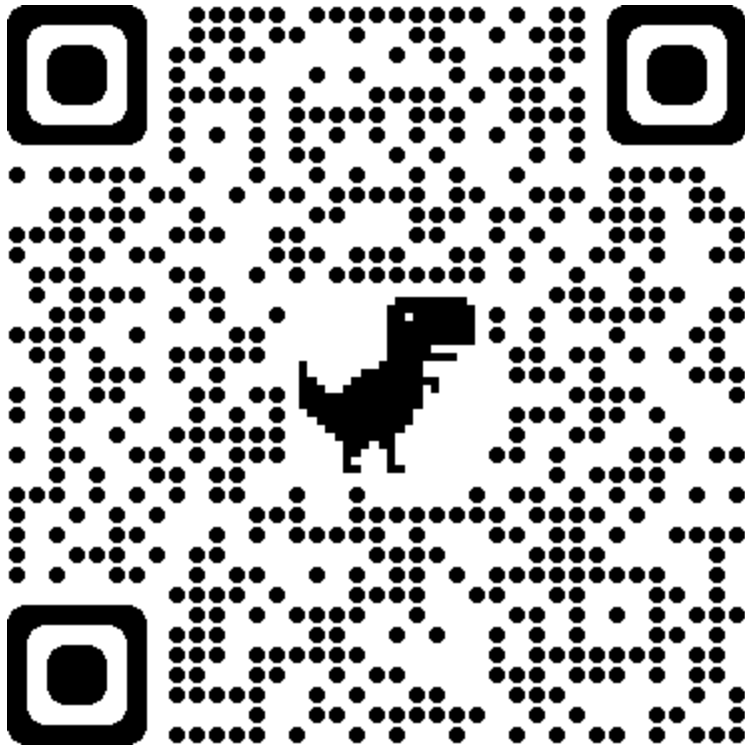
<http://bit.ly/CampusYr1DMPS>



**If you're a current student at Central Campus and you would like to continue in the next year of your current program (i.e., Culinary Yr 1 into Culinary Yr 2),** you will have taken a survey given to you by your CC teacher. You may also contact Mary Vang ([mary.vang@dmschools.org](mailto:mary.vang@dmschools.org) or 515.242.8117) to let us know if you want to move on to the next year or not.

**If you're a current student at Central Campus and you would like to try another program for next year,** please take the first-year survey by using this link or QR code. You may make requests for more than one program at Central Campus.

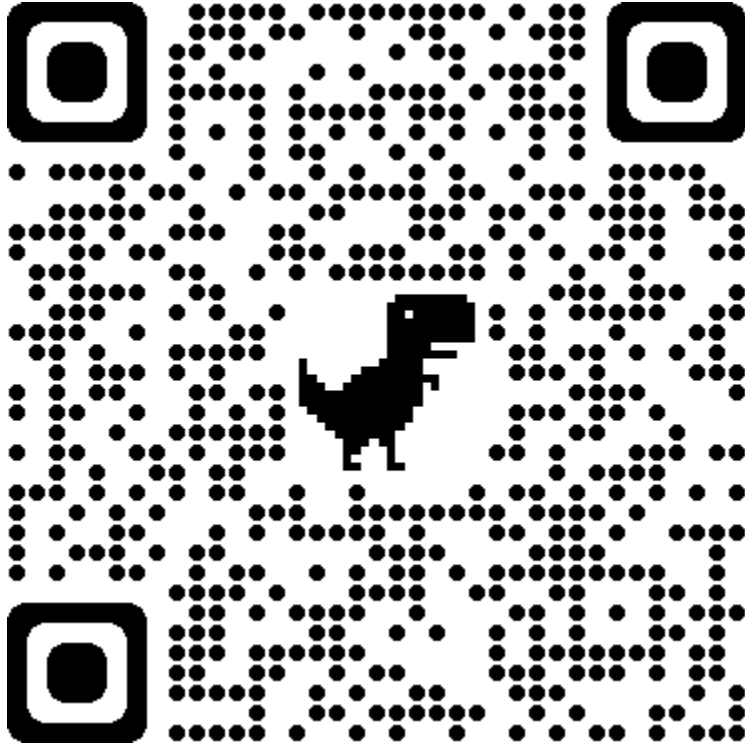
<http://bit.ly/CampusYr1DMPS>



**Non-DMPS or Out-of-District Students (OOD)**

If you are a current student at Central Campus and you would like to request a new or different program for next year, please take the first-year program survey by using this link or QR code.

<http://bit.ly/CampusYr1DMPS>

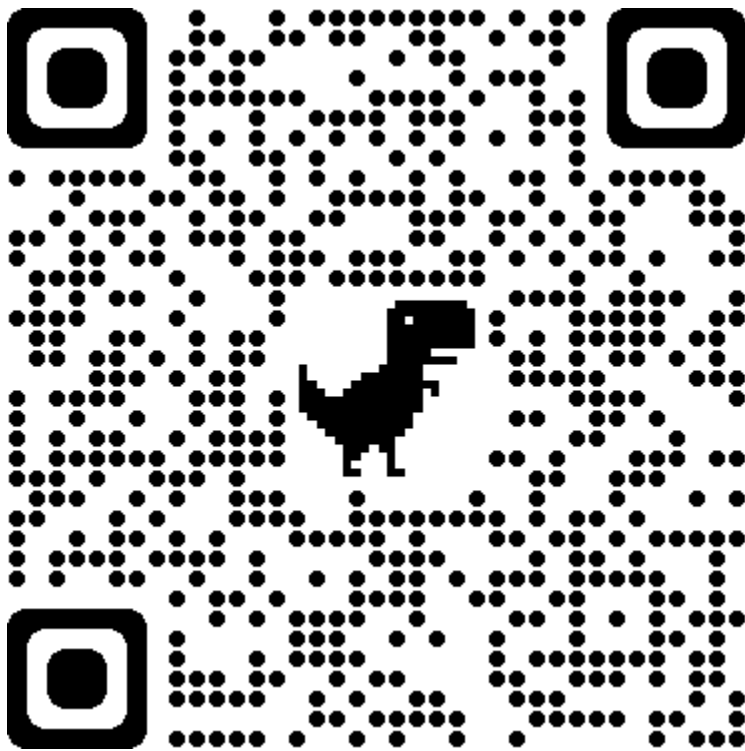


If you are a current student at Central Campus and you would like to continue into the next year of your current program (i.e., Culinary Yr 1 into Yr 2), your survey taken with your CC teacher will let us know what you would like to do. You can also contact Mary Vang ([mary.vang@dmschools.org](mailto:mary.vang@dmschools.org) or 515.242.8117) to let us know or revise your choice.

**Out-of-District Students:** If you have never been a student at Central Campus before and would like to make a course request with us for next year, please complete the following steps:

- **Before making a Central Campus course request, please speak with your home high school counselor to see if it's OK for you to make a course request.** If it's OK with them, please move to the next step.
- Your parent/guardian must complete the Open Enrollment application (aka OLR – Online Registration) with DMPS. The application will come up during your course request.
  - You will need to upload a current school transcript and proof of residence.
  - Once completed, please contact Mary Vang ([mary.vang@dmschools.org](mailto:mary.vang@dmschools.org) or 515.242.8117) so she may process your Open Enrollment application.
  - Make your course request(s) at the following link or QR Code. You may request more than one program at Central Campus.

<http://bit.ly/CampusOODFirstTime>



## **Results**

We will share results from the course requests with your home hs/ms counselor. You will complete a course confirmation link with your home hs/ms counselor letting us know if you want to accept the seat or decline the seat in the programs offered to you.

## **Wait Lists**

If more students make requests for a program than seats available, we will create a wait list. As seats for these programs are declined, we will reach out to the home hs/ms counselor in the order of students placed on the wait list to offer program seats.

## **Course Requests Past Spring Break**

We will take course requests after Spring Break on a rolling basis. We will notify home hs/ms counselors with results. Offered seats will require a course confirmation link to be completed.

## **Students with an IEP**

Students with an IEP are welcome and encouraged to make course requests with Central Campus. We will work with the case managers at your home hs/ms to ensure that the requests match your IEP well.

## **Students with ELL Services**

Students who receive ELL services are welcome and encouraged to make course requests with Central Campus. We will work the ELL support team at your home hs/ms to ensure your request matches you well.

## **Courses to Request**

We will share with all home hs/ms counselors a document called the Dots Matrix. It includes lots of information about which grades can put in a request, the amount of credits to be offered, number of periods to schedule, college and/or hs credits offered, etc. We will also post this on our school webpage at [www.centralcampus.org](http://www.centralcampus.org).

## **College Technical Math**

Some courses in the past have offered College Technical Math credits (hs/college credit). This past year, due to staffing shortages, we were not able to offer this embedded math credit. We will plan to offer this math credit again where indicated provided staffing is available.

## Notes on the Survey for DMPS and OOD School Counselors

Couple of important notes on the survey:

- DMPS students and current OOD Campus students will access the survey by entering their DMPS student number.
- DMPS students and OOD students may only make one submission but can request multiple courses at one time.
- Students need to make sure to get the end of the survey for it to be recorded (make sure in any instructions that you tell folks that the survey will clearly state when it is finished and not to leave prior to that time).
- Students will receive a confirmation email in their DMPS student email address when the survey is submitted.
- Non-completed surveys will automatically be deleted after 24 hours of inactivity. After this point, the student may access the survey again and complete it.
- The OOD survey is also a generic link, so if you have a DMPS student who, for whatever reason, is struggling to get into the survey using their ID # (i.e. a newly enrolled DMPS student who isn't in the underlying data tables that populate the regular survey link), they can use this one to submit a request.

## Notes on the Survey for First Time Out-of-District (OOD) Students Applying to Campus

The Out-of-District (OOD) student link is designed to allow students to submit their full requests but Mary won't process them until the student's parent/guardian has completed the OLR (Open Enrollment, AKA Online Registration) and received a DMPS student number. The OLR will be part of this OOD link given in this document.

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**Please email or call a Central Campus school counselor with any questions or concerns you may have.**

John Hickling, School Counselor

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