

Updated 10/5/2021

Central Campus Course Request Process for SY 22-23

Students who are in grades 8-11 for SY 21-22 may make Central Campus course requests for the following school year (22-23).

Please follow the directions below to make your course request.

Current DMPS students

A school counselor will meet with you in a classroom presentation or in a small group. They will go over graduation requirements and start asking for courses you would like to take next school year. Your counselor will help enter your choices into a program called MYAP.

Completing MYAP will not record an official course request for Central Campus classes.

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. By completing the survey at the link or QR code, you are officially letting Central Campus know you wish to sign up for classes next school year.

<https://tinyurl.com/CampusYr1Request>



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 or 515.242.8117) to let us know if you want to move on to the next year or not.

You're currently taking	You can move to
Adv Graphics I	Adv Graphics II
Adv Graphics II	Adv Graphics III
AnSci/Hort I	Col Global AnSci
AnSci/Hort I	Vet Careers
AnSci/Hort I	Entrepreneurship in Ag
AnSci/Hort I	Floral/Greenhouse Production
Intro to Auto	Auto Collision I
Intro to Auto	Auto Tech I
Auto Collision I	Auto Collision II
Auto Tech I	Auto Tech II
Intro to Aviation	Pilot Ground School I
Intro to Aviation	Aviation Gen Maintenance I
Aviation Gen Maintenance I	Aviation Gen Maintenance II
Pilot Ground School I	Pilot Ground School II
Broadcasting/Film I	Broadcasting/Film II
Broadcasting/Film II	Broadcasting/Film III
Comm Photogrphay I	Comm Photography II
Culinary I	Culinary II
Culinary II	Culinary III
CyberSecurity I	CyberSecurity II
Dream to Teach I	Dream to Teach II
Early Childhood Careers I	Early Childhood Careers II
Intro to Fashion	Fashion Design I
Fashion Design I	Fashion Design II
Survey of Skilled Trades	Carpentry I
Survey of Skilled Trades	Electricity I
Survey of Skilled Trades	Plumbing & Mech Systems
Survey of Skilled Trades	Welding I
Carpentry I	Carpentry II
Electricity I	Electricity II
Welding I	Welding II
Urban Leadership 101	Arts & Activism II

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If you're a current DMPS 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.

<https://tinyurl.com/CampusYr1Request>



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.

<https://tinyurl.com/CampusYr1Request>



If you are a current student at Central Campus in addition to being a Non-DMPS or Out-of-District student 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 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.
- Complete the survey at the link/QR code just below.
- After you have completed this step, Mary Vang (Counseling Assistant) will send a link to the DMPS OLR. A parent/guardian will need to complete this form before we can complete your course request.
- The OLR will allow us to issue a DMPS student # and DMPS email address.
- It will take about 30 minutes to complete the OLR. You will need proof of residence and a current student transcript from your school to upload.
- Please email or call Mary Vang to let her know that the DMPS OLR is complete and submitted. She will then go through, process the application, and notify you of its status.
- Email: Mary.Vang@dmschools.org or 515.242.8117.

<https://tinyurl.com/CampusOODRequest>



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.dmschools.org.

College Technical Math

Some courses will offer College Technical Math. It's math that a person can expect to use in their job later. This course meets the DMPS HS graduation requirements. However, it will not count towards math credits to get into a Regents' university or other 4 year colleges.

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 to 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).

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- 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.

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 sent to parents by Mary via email. If not received, please contact Mary Vang directly at Mary.Vang@dmschools.org or 515.242.8117.

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