



**CENTRAL  
CAMPUS**  
LEARNING LEADS TO EARNING

**Out-of-District Course  
Request Process for  
SY 24-25**

This document is intended for students whose home high schools are not part of the Des Moines Public Schools (DMPS). This would include out-of-district (OOD) schools and/or private and charter schools within and outside the DMPS boundaries.

We will share the following information with you:

- A general timeline of our course request process
- How students new to Central Campus can make a course request.
- How students new to Central Campus can make a DMPS registration online.
- How returning students to Central Campus will make a course request for the program they are already in.
- How returning students to Central Campus will make a course request for a new-to-them program.
- A general FAQ for OOD students taking classes at Central Campus.

If we can ever be of help, please feel free to contact the Central Campus Counseling team:

John Hickling, School Counselor (Last Names A-L) | 515.242.7676 |  
[john.hickling@dmschools.org](mailto:john.hickling@dmschools.org)

Jenn Scott, School Counselor (Last Names M-Z) | 515.242.7674 |  
[jennifer.scott@dmschools.org](mailto:jennifer.scott@dmschools.org)

Mary Moua, School Counseling Assistant | 515.242.8117 |  
[mary.moua@dmschools.org](mailto:mary.moua@dmschools.org)

**Non-DMPS or OOD Families can contact John Hickling with their questions.**

One other thing that we would like to draw your attention to is that Central Campus and Central Academy are two different programs with different foci.

- Central Campus focuses on Career Technical Education (CTE).
- Central Academy focuses on accelerated, advanced, or Advanced Placement (AP) liberal arts courses.
- Each school has its own course request process.
- You may contact Academy school counselors [Kristin.Hilton@dmschools.org](mailto:Kristin.Hilton@dmschools.org) (Last Names A-L) or [Amy.Cummings@dmschools.org](mailto:Amy.Cummings@dmschools.org) (Last Names M-Z) for information on Academy's course request process.

### **General Timeline for OOD Course Request Process**

- Round 1 – Mid October through December 21, 2023 - New and returning students
- Round 1 Link Freezes December 22 through most of January 2024.
- Round 1 Results Notification & Seat Offers – January – mid-February 2024
- Round 2 Opens for remaining seats in CC programs – Mid-February 2024 through the last day of school.
- Round 2 Results Notification & Seat Offers – Mid-March 2024 and continuing through the last day of school.

**Inside Scoop:** Round 1 is not a first come, first served process. Early Birds don't get the worm in this process.

## **Students New to Central Campus**

Before starting the course request process, please seek approval from your school counselor or administrator if you are permitted to make a Central Campus course request. If that approval is not made, the family may be responsible for tuition costs.

Students who have never taken a class at Central Campus may make a Year 1 request for our programming. Please use the link or QR code to access the Yweare 1 Course Request Form

[https://dmschools.co1.qualtrics.com/jfe/form/SV\\_cl4TMOUq4Ux8QE6](https://dmschools.co1.qualtrics.com/jfe/form/SV_cl4TMOUq4Ux8QE6)



We ask that students (not well intended parents) complete the survey. This is our way of getting student voice in the process.

The online form is:

- Not skill-based (no testing of academic skills);
- Not asking for your current grades and attendance at your school;
- Not sifting out students with an IEP, 504 Plan, or ELL supports;
- Seeking to know a student's interest in our programs and your day-to-day experience with those programs;
- Accepting requests for more than one Central Campus program.

New-to-Central-Campus students also must have a parent/guardian complete the **DMPS OLR (online registration)**. The OLR takes about 30 minutes to complete. Parents are asked to upload a copy of their child's birth certificate, a copy of their current school transcript, and proof of residence (County Assessor profile, copy of rental/lease agreement, etc).

A student may make a course request while the parent is completing the DMPS OLR. However, we will not be able to offer a seat for a course/program at Central Campus without the DMPS OLR being fully completed.

**Please use the following link to complete the DMPS OLR:**

<https://desmoinesia.infinitecampus.org/campus/OLRLoginKiosk/desmoines?configGroupID=16>

Revised November 2, 2023)



**Please notify Mary Moua or CC Counselors when the DMPS OLR is completed.**

### **OOD Students Returning to Central Campus**

This process is easier for returning students.

- Parents will not need to complete the DMPS OLR for returning students.
- The only time it will be completed again is if the student is in a new public school district or attending a private or charter school.

**Students who wish to go to the next class in their current CC programming** will take a survey in their CC class with a CC school counselor.

- They will be taking the in-class survey in October, November, or December.
- Students not in class when a counselor visits, may stop by the CC Counseling Office (Room 2401 – behind the Main Office on 2<sup>nd</sup> floor) or send us an email to let us know if they want to continue or not.
- Students may change their mind through December 21, 2023 by stopping by our office to speak with us or by emailing us.

**OOD Students Returning to Central Campus Who Want to Try a New Class or Program**

**Students who wish to make a course request for a new-to-them program will need to make a Yr 1 Request.** Please use this link or QR Code to make the new program's course request(s).

[https://dmschools.co1.qualtrics.com/jfe/form/SV\\_cl4TMOUq4Ux8QE6](https://dmschools.co1.qualtrics.com/jfe/form/SV_cl4TMOUq4Ux8QE6)



## FAQ

### How much does it cost to come to Central Campus?

- Nothing. Your district will share part of its state funding with us for classes taken here. **HOWEVER, before making a course request, please seek approval from your school counselor or building administrator.** Without their approval, your family may end up paying for the cost.

### Does DMPS provide transportation from our school to Central Campus?

- No. Transportation is either provided by your home high school or by the family. I'm not aware of a home high school that provides transportation to/from CC. OOD students driving themselves will qualify for a parking hang-tag in one of our student lots.

### Do CC classes come with college credit?

- Most do! They will be issued by either DMACC, ICCC, or other community colleges in Iowa. They are given at no cost to students or families.
- Grades earned on your college transcript will be shared with future colleges you attend.

### Do CC classes come with high school credit?

- Yes. We will send a copy of your grades to your home high school counselors. Either they or your school registrar will include these grades on your home high school's transcript. Most classes at CC are offered for Fine & Applied Arts or Elective credits. Some will come with Science, Math, or English credit. Please visit the CC enrollment page for more info.  
([www.centralcampus.dmschools.org/enrollment](http://www.centralcampus.dmschools.org/enrollment))

### Are there other costs for CC classes?

- Generally, no, there are not additional costs for materials/supplies for class. Some programs may ask for students to purchase a uniform or safety equipment used in their class and internships. There may be funds to help cover these costs if a family is experiencing financial hardship.

### Do I have to be a perfect kid to be a student at CC?

- No, definitely not. There are no perfect people. We understand that. We ask that you show up to class when you're healthy. We ask that you come to Central Campus if you are sincerely interested in the subject. We believe your interest and presence at Central Campus will help you maximize your time here.



### **What if my parent has lots of questions or they want to schedule my classes?**

- Parents should not contact us nor their home hs counselor to schedule or advocate for their child's schedule. CC will work with your counselor to find pockets of time that will work for you at both schools. They are often aware of those special classes that are offered one period in a day at your school and will want to avoid a schedule conflict.
- Other than scheduling, parents are welcome to contact CC counseling staff with questions or concerns.

### **What if I have a 504 Plan, IEP, or ELL Supports? Can I come to Central Campus?**

- Yes. Definitely. Central Campus is a place for all kinds of people. We will need to make sure that our coursework will match a student's abilities. In most cases, the coursework does match a student's abilities.
- We ask for parents to request a copy of their child's 504 Plan, IEP, or ELL Supports to be shared with one of the CC counselors before the start of the year.
- Teachers of classes that offer college credit are not able to change the amount of text or difficulty of text in the college textbook.

### **What if I really don't want the college credit tied to my CC class? Can I opt out of it?**

- No. Unfortunately, Iowa Code requires that if college credit is slated for a class that all students will sit for the college credit.

### **What if my days off at my home hs are different than Central Campus's?**

- Central Campus uses the DMPS Student Calendar.
- Classes will be held according to that calendar.
- Classes are not held when indicated on the DMPS Student calendar.
- We will use local TV, radio, and school methods to alert families of when school not be in session due to weather.

**If you have other questions or concerns, please contact a Central Campus school counselor.**