

# Middle School Course REQUEST Verifications Instructions

## 6th - 8th Grade

PLEASE READ ALL INSTRUCTIONS COMPLETELY BEFORE MAKING ANY CHANGES IN COURSE REQUESTS. SPECIFIC DETAILS FOR GOODSON MS ARE LISTED BELOW.

### 2020-2021 Course Verification Quick Reference Guide

Parents/guardians currently have the opportunity to review their student's course selections for the 2020-2021 school year online using their Home Access Center account. Access will be available from **Monday, May 4<sup>th</sup> until Tuesday, May 12<sup>th</sup> @ 5:00 p.m.**

Please review the steps below for instructions on how to log in to the Home Access Center and where to find your student's current list of course requests for the 2020-2021 school year.

After logging in to view your student's current list of **requested** courses, please follow directions to request changes to those courses.

### ***Step 1: Accessing the Home Access Center to view student course requests***

To access the Home Access Center (HAC), please complete the following:

Access the Cypress-Fairbanks ISD website at [www.cfid.net](http://www.cfid.net) on any electronic device.

Find and select the Home Access Center to the right corner of your screen, and click Sign in:



You will then need to click on the Home Access Center button on the subsequent page:

A blue rectangular button with a white padlock icon on the left and the text "Home Access Center Login" in white.

Parents/guardians may then log into the HAC by entering their specific username and password. Next, click on the Login button.

# Welcome to

## Home Access Center

Ver 4x server1

Home Access Center allows access to a student's various information, including schedule, assignments, scores and attendance.

User Name

Password

[Forgot My User Name or Password](#)

**Sign In**

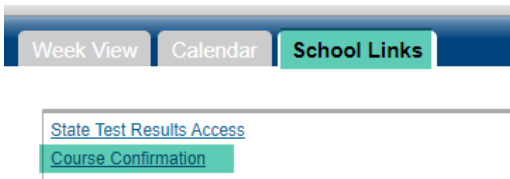
If you do not remember your Login credentials, please first try to recover that information using the "Forgot My Username or Password" link at the bottom of the page. If you and/or your student are still having issues, then you can complete the Request for Home Access form. Please use the tips above. If you are unsuccessful to gain access after a using the hints listed above, call Goodson MS and someone on the staff will return your call - .if you need assistance in Spanish, please email [andreita.tucek@cfisd.net](mailto:andreita.tucek@cfisd.net) . Request Spanish assistance and leave a name and phone number. We will be happy to answer your questions.

### Reviewing Course Requests through Guardian's HAC

Once you are in the Home Access Center, click on the **Home** icon in the menu bar at the top:



Next, select the **School Links** tab, followed by **Course Confirmation**:



**READ ALL INFORMATION TO THE BOTTOM OF THE DOCUMENT BEFORE CLICKING ON THE LINK (IN RED) BELOW!!**

**All pre-loaded courses will be visible on this screen:**

Student Name : **John Doe**

Student Id : **123456**

Grade : **10**

Building : **Cypress Ranch High School**

**2021 Requested Courses**

Course #	Course Description
23013	Algebra II K
70323	Art I Photo
32013	CHEMISTRY K
02013	English II K
45273	FA DANCE I
99993	Lunch
94423	Prin Hsci
13013	Wild Hist St K

\*\* If course changes need to be made, please complete the Google Form provided by your campus.

- I agree with the courses listed above.  
 I will be requesting course changes.



Indicate "Agree" or "Requesting Changes"

Parent Name :

Date of Signature : 4/27/2020 11:32:55 AM

Submit Signature

### Goodson Middle School Reminders

- Reading Class and Math-Lab Placements will be based on Individual End-of-Year Academic Progress.
- Foreign language placements are subject to availability and End-of-Year Grade Averages.
- Native Speaker Placements may be adjusted upon return to campus based on student qualifications.
- Student's Elective choices will be based on student selection, availability and Grade Requirements. If a student does not get one of their top two choices, their Alternate Choices were considered. For more information about electives, please refer to the link below this box for MS Course Booklet.
- [Changes to Next Year's Course Requests](#)

You will not be able to edit these choices in HAC; however, you will be able to review the courses your student currently has listed as requests for the 2020-21 school year. The selections must include enough courses to fill the entire seven (7) period school day. **Note: classes that end in 3 = full year; classes that end in 0 = half year classes.**

You can review detailed course information in the 2020-21 Course Catalog, using this link:

[https://www.cfid.net/download\\_file/view/28514/1523](https://www.cfid.net/download_file/view/28514/1523) (MS) Middle School Course booklet

[https://www.cfid.net/download\\_file/view/28644/1523](https://www.cfid.net/download_file/view/28644/1523) (HS) High School Course booklet

## ***Step 2: Reviewing your child's course requests***

**This is not a schedule; it is a list of requested courses.**

This link for changes will be available through May 12 2020.

**This is the final digital opportunity to make changes to 2020-21 course requests.**

- **Please check for 7 classes.** Each student should have a Language Arts, Math, Science, Social Studies, PE, and two electives. If any classes are missing, type them in on the Google Form, and include the level (academic or K), if necessary. K-level letters are going out early next week via U. S. Mail.
- **This is the last opportunity to make elective changes. Please review and consider all courses carefully.**
- All other issues should be directed to the grade level counselor via email. (listed below) This includes changes involving K-level letters.

[James.fisher@cfisd.net](mailto:James.fisher@cfisd.net) - 6th

[April.alexander@cfisdnet](mailto:April.alexander@cfisdnet) 7th

[Carrie.follmar@cfisd.net](mailto:Carrie.follmar@cfisd.net) – 8th

- Sometimes student requests may exceed available seats, and alternate choices will be used.
- **Off Campus PE applications are not currently available.**
- **NOTE-** Students may be placed in an intervention class in lieu of their elective, depending on their previous year's performance and as determined by campus administration.

## IMPORTANT NOTE CONCERNING K-LEVEL (OR LEVEL 1) PLACEMENT

K-LEVEL LETTERS ARE BEING MAILED OUT MAY 4, 2020. PARENTS MAY RECEIVE A K-LEVEL LETTER IN THE MAIL INDICATING YOUR CHILD HAS RECENTLY QUALIFIED FOR K-LEVEL IN ONE OR MORE CORE CONTENT COURSES.

THIS IS AN "OPT OUT" PROGRAM. IF YOU SEE K-LEVEL CLASSES IN THE COURSE REQUESTS THAT HAVE BEEN UPDATED AND YOU DO NOT WANT THOSE K-LEVEL CLASSES FOR YOUR CHILD, YOU MUST SEND AN EMAIL TO YOUR COUNSELOR INDICATING THE INTENT TO "OPT OUT" OF K-LEVEL. PLEASE INDICATE THE NAMES OF THE COURSES. COUNSELORS WILL CHANGE THE COURSES BACK TO ON-LEVEL AFTER RECEIVING THE "OPT OUT" EMAIL.

IF YOU DO NOT SEND AN "OPT OUT" EMAIL, YOUR CHILD WILL REMAIN IN THESE K-LEVEL PLACEMENTS FOR 2020-2021. THIS IS A DISTRICT PROCEDURE SO WE WANT YOU TO CLEARLY UNDERSTAND THIS PROCESS. IF YOU HAVE QUESTIONS OR CONCERNS, PLEASE EMAIL YOUR COUNSELOR (LISTED ABOVE).