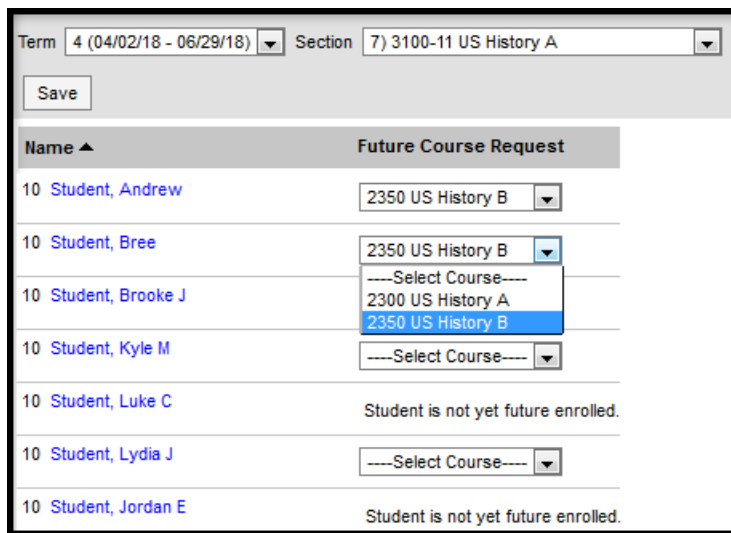# Course Requests (Instruction)

Last Modified on 01/30/2026 2:19 pm CST

Tool Search: Course Requests

The Teacher Course Requests tool allows a teacher to recommend a course for any student in their course section, eliminating the paper process of a student gaining approval for moving to the next course available or to an advanced placement course. Course requests are applied to the next calendar and are entered into the current calendar. To enter course requests for the next year, calendar and enrollments must be rolled forward.

Course Requests

Course Requests are similar to Student Course Recommendations. The difference is that recommendations are used in academic planning whereas course requests are used in scheduling.

Course Requests record a teacher's permission for a student to take another course at the same school, courses which appear in the student's Walk-In Scheduler and are created based on Scheduling Rules. In comparison, recommendations suggest courses for future school years in the student's Course Plan.

Using this tool requires additional setup not done by teachers.

See the Instruction Tool Rights article for information on available tool rights.

Enter Requests

The student list populates based on the roster of the Section selected in the Campus toolbar. Dropped students display in red text if the Account Setting is set to include them.

Available requests appear in the dropdown list for each student who has an enrollment in the future calendar.

1. Select a course from the dropdown list. Options include courses in the next calendar that match the course Name, Number, and School.
2. Click Save when finished.

Requested courses display in the Request List on the student's Walk-In Scheduler and in the student Portal in Registration.

Additional Information

- Requests entered for the student by an administrator (counselor, principal, etc.) will not be editable by the teacher.
- "Elective Request" displays next to courses requested by the student. Teachers can modify these requests.

Setup

This section provides information about setting up course requests. This process is not done by teachers and is provided here as background information to understand the full Course Requests process. For complete information on this process, see the Teacher Course Requests and Course Recommendations.

Before teachers can record requests for students, the course must be set up to allow them. Mark **Allow teacher requests/recommendations** on the Course tab to enable.

Before/After Course Rules must also be established in the current year's calendar to use Course requests.