## **Quick Reference Sheet**

## **Middle School Course Selection Requests 2018-19**

Please use the following to assist in creating your course selections for the 2018-19 school year.

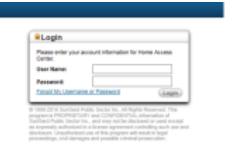
- The window for accessing the system to make selections is April 19<sup>th</sup>-29<sup>th</sup>.
- Log into the Home Access Center <u>www.casdschools.org</u> click *parent resources*, then Home Access Link



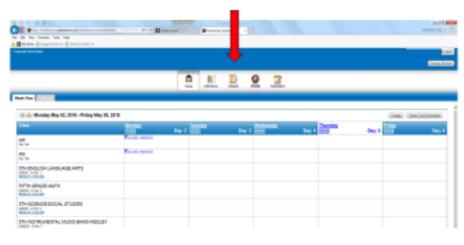
• Once in Home Access, Follow steps outlined below.

Enter User Name and Password provided to you for HAC. Passwords are case sensitive.

\*\*If you receive any error messages it may be necessary to add casdschools.org to Compatibility View Settings in Tools on your Internet Explorer Tool bar



- -HAC will open to the Home Screen showing the students current schedule.
- -Next click on the Classes icon.
- -Then select the Requests Tab.



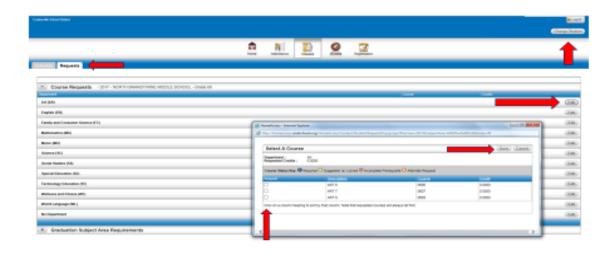
The list of Course Request by Department appears.

Click on Edit to view the Courses available and to request the course check it's box.

Click Save and the window will close allowing you to select another request.

If you decide you do not want to request a course select Edit again and uncheck the box and Save again.

If you have multiple children to schedule, click Change Student in the top right corner.



 Use CASD Middle School Course Selection Guide Located on your middle school's website.

## Questions? We can help! Call your child's guidance counselor!

North Brandywine Middle School	Scott Middle School	South Brandywine Middle School
610-383-3745	610-383-6946	610-383-3750
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Students with last names A-L	Students with last names A-L	Students with last names A-L
gibbl@casdschools.org	murraym@casdschools.org	mundos@casdschools.org
Kelly Duffy:	Devyn Hamilton:	Jaclyn Dzedy
Students with last names M-Z	Students with last names M-Z	Students with last names M-Z
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