

## Instructions for Requesting Activity Classes for 2023-2024 School Year

**(Online Scheduling will be available from Monday, April 24– Monday, May 1)**

Below are the instructions for using FACTS to access your request for next year's activity classes. Please be aware that you will choose **6** activity choices. Of those 6 choices, you will receive 4 activity classes (one for each nine weeks). **Activity class lists are computer generated. Classes may be limited by parameters such as when the class is offered and enrollment size. A student's choices are not guaranteed.**

1. Log on to the Parents Web of FACTS between **Monday, April 24–Monday, May 1**.
2. Once logged on, select **Student Information** in the left-hand column.
3. Under Student Information, click on **Course Request**.
4. Select the name of your middle school student at the top of the page.
5. You will use the drop-down boxes to select your 6 choices. **Do not duplicate choices. This will not guarantee that you will receive a particular class. In fact, it will hinder receiving the choices that you want.**
6. Once you have chosen your 6 activity choices, click the save button. The screen will read **"Course Requests Updated"** at the top of the page. **Do not click the save button until you are sure that you have chosen the classes that you want. You cannot go back and change the classes once they are scheduled.**

**Once saved, your course selection will remain visible while the system is online (between April 24- May 1). If the courses have not been saved, the drop-down boxes will be blank.**

**Once the system is closed, (after May 1) you will no longer be able to view your student's choices in FACTS.**

**Any student who has not selected their activity choices by this date will be scheduled last, based on availability.**

This completes the request of your activity classes for the 2023-24 school year. Even though you are choosing your options now, the scheduling of the classes will not take place until the summer. 8<sup>th</sup> graders will be scheduled first and then 7<sup>th</sup> and 6<sup>th</sup> graders. You will receive your class schedule, which will include the activity classes that you have been given, at the beginning of the school year in August. Please follow the above directions carefully to avoid any unwanted scheduling issues.