



Dear Class of 2029 Families:

Course Requests for incoming freshmen close on **February 12th at 3:30 pm**.

Below are some registration tips that will help answer some frequently asked questions.

Registration Resources

- All registration materials and communication can be found [here](#).
- Take time to read the Lookbook. The Lookbook is designed to answer questions that we commonly receive from families.
- You can use the [Worksheet for Course Requests](#) to map out your courses for an 8-period school day.
- Balance is important to your student's mental health. We are including the [Time Management Worksheet](#) so you can consider all of your student's commitments. Don't forget to prioritize 8-10 hours for sleep.

Who to ask if you have questions:

- Please follow the step-by-step [directions](#) for making course requests. If, after reading the directions, you still have questions, please email Shana Axelrod at saxelrod@dist113.org.
- For issues with your portal password or concerns about not receiving emails from DHS, you can email DHSportal@dist113.org for technical assistance.
- For questions about courses, please contact the academic department chair.
- Locked course placements were identified after reviewing standardized test results and current course placement. These courses are automatically added to your student's schedule. If you want to ask about a change to course placement (Standard and Honors), please email the DHS academic department chair (not your middle school teacher).
- **If you select a course other than the locked placement in Math, Science, or World Languages, your selection will not be honored unless you have reached out to the corresponding Department Chair prior to requesting the placement change.**

Guidelines for Making Course Requests

- All freshmen need to select a Freshman Advisory.
- When planning out a school day, remember DHS has an 8-period day and Physics fills two periods.
- If you are requesting to take Physics during the Early Bird (EB) period, please select "EB Physics" or "EB Physics Honors" on the drop-down menu. After course requests close, the science department chair will update the locked course to reflect the EB request.
- Early Bird (EB) is not a guaranteed period. In other words, you will still be able to take the class but you are not guaranteed to be scheduled during the requested EB period. Also, we do not move a student into any EB class unless it was part of the registration request (such as specifically requesting EB Physics).
- When choosing a Fine Arts Freshman Advisory (Band, Chorus, Orchestra, Theatre, Dance or Visual Art), please be aware that students may not be able to take an Early Bird (EB) Science class because the science class may conflict with the freshman advisory period.
- If you are selecting a full-year course, don't forget to select both semesters. First-semester course numbers end with the number "2." Second-semester course numbers end with a "4."
- You can ignore the messages about not fulfilling requirements, overflow or counselor approval. This is a system error, not a user error.
- Once you are done selecting courses, save your work!
- The deadline for completion of course selection is **February 12th at 3:30 pm**.

Additional Reminders

- If your student has an IEP, the team updated your registration to reflect the special education services that were agreed upon during the articulation meeting. Any course that requires special education services were locked at the meeting. General education course registrations, such as advisory or electives, are the responsibility of the student and family to enter.
- If your student has a 504 plan, you will be contacted in the spring after registration for a meeting with DHS staff.
- You will have the opportunity to confirm the accuracy of your requests during Course Verification from **February 13th (after 8:00 am) - February 18th (by 3:30 pm)** . A detailed email will include your course requests and who to contact regarding mistakes.

A Message from Deerfield High School



Deerfield High School | 1959 Waukegan Road | Deerfield, IL 60015 US

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