



# DEERFIELD HIGH SCHOOL

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Dear Class of 2027 Families:

On January 18 (Wednesday), you can begin entering course requests in Infinite Campus.

## **How to find the answer to your questions:**

- Take time to read the [Lookbook](#). The Lookbook is designed to address frequently asked questions.
- You call follow step-by-step [directions](#) for making course requests.
- For issues with your portal password or concerns about not receiving emails from DHS, you can email [DHSportal@dist113.org](mailto:DHSportal@dist113.org) for technical assistance.
- If you are new to DHS and you did not receive an activation code, please email [DHSportal@dist113.org](mailto:DHSportal@dist113.org). Don't forget to check your spam folder just in case.
- For questions about courses, please contact the Academic Department Chair. All contact information can be found [here](#).

## **Course Placement:**

- Locked course placements were identified after reviewing standardized test results. These courses are automatically added to your student's schedule. If you agree with a locked course recommendation, you do not need to enter a course request for that particular academic department.
- If you see a locked teacher recommendation for a course, such as "any standard English course" or "any first year world language," you select the two semesters of a course that matches those guidelines, such as Freshman English or Chinese I.
- If you want to discuss a change to course placement (Standard, Honors), please email the [DHS Academic Department Chair](#) (not your middle school teacher).
- If you are unable to view locked course recommendations, please email [DHSportal@dist113.org](mailto:DHSportal@dist113.org).

## **Making Course Requests:**

- When planning out a school day, remember DHS has an 8-period day. The Worksheet for [Freshman Course Requests](#) serves as a guide to help you map out for an 8-period day. You are not selecting the specific periods for each course. The master schedule will be created after registration closes.
- Physics fills two periods. If you add EB Physics and Physics is locked, you do not need to take additional steps. The Science Department Chair will delete Physics and lock EB Physics after registration closes on January 31.
- Freshman PE has already been added for all freshmen.
- All freshmen select a Freshman Advisory. Traditional Freshman Advisory is found in the drop down menu of the non-credit category in Infinite Campus. Fine Arts Freshman Advisories can be found in the drop down menu for the Fine Arts category in Infinite Campus.
- If your student has an IEP, you will finalize registration during your student's articulation meeting with the high school. You do not need to do anything else after the articulation meeting to complete registration.
- If your student has a 504 plan, you will be contacted in the spring after registration for a meeting with DHS staff.

## Registration Tips

- Social Emotional well-being is important. Families can use the [Time Management Worksheet](#) to map out weekly time commitments.
- 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."
- Ignore any messages about "overflow" or "credits" in Infinite Campus.
- Once you are done selecting courses, save your work! There is no "submit" button. By saving your work, your course requests are submitted.

## Upcoming Dates

- Don't forget - High School Preview Night is this **Wednesday, January 18**, 6:30-8:15 pm.
- The deadline for completion of course selection is **January 31 at 3:30 pm**.
- You will have the opportunity to confirm the accuracy of your requests during Course Verification from **February 14 (after 8:00 am) - February 16 (by 3:30 pm)**. A detailed email will include your course requests and who to contact regarding mistakes.

A Message from Deerfield High School

