Quick Reference Guide: Students Entering Course Requests

Step 1: Go to website: https://si-public.laca.org/

Username:* [   ]

Password:* [   ]

[Forgot Password] [Log In]

Step 2: Enter Username and Password given to you by the Account Generation.

NOTE

Username and Password are case sensitive. If 0 is in the login information, this is the number zero.

Step 3: Choose Specify Course Code to enter the course numbers.

ProgressBook

Student:		Counselor: Not yet assigned
School:	(2018-2019)	School Phone:
Application Availability: 4/25/2018 - 6/15/2018		Grade: ID:
		Request Cut-off Date: 6/15/2018

Course Requests | My Account | Log Out | Print   Logged In As:

Course Requests

No requests exist. Search for the courses you would like to reque

Search Mode: ⦿ Course Search ◯ Specify Course Code

Department: [All ▾]

Area of Study (AOS): [All ▾]

Course Subject Area (CSA): [All ▾]

Credits: [Any ▾] [0.5]

Course Groups: [Display standard courses only ▾]

Honor Courses: [Display all courses ▾]

Include Completed Courses: ☐

[Search]

Step 4: Enter Course Code's separated with a comma (Example: 1234, 9874, 130).

Course Requests | My Account | Log Out | Print

Course Requests

No requests exist. Search for the courses you would like to request.

Search Mode: ◯ Course Search ⦿ Specify Course Code

Course Code:*
(comma separated)
[B600,C600,LA601,M600,R600,SC600]

[Search]

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Step 5: Confirm all courses showing below are in the "Course Code" section you entered

Course Requests

No requests exist. Search for the courses you would like to request.

Search Mode: ○ Course Search ● Specify Course Code

Course Code: *
(comma separated)

B600,C600,LA601,M600,R600,SC600

[Search]

		Course	Course Name	Desc	Dept	AOS	CSA	Group	Honors	In GPA
☑	➕	B600	Band 6		B		12	☐	☐	☑
☑	➕	C600	Computer - 6th Grade		GE		29	☐	☐	☑
☑	➕	LA601	Language Arts 6th		LA		05	☐	☐	☑
☑	➕	M600	Math 6	MATH 6	M		11	☐	☐	☑
☑	➕	R600	Reading		LA		800	☐	☐	☑
☑	➕	SC600	Science 6	SCIENCE 6th	SC		13	☐	☐	☑

[Request Selected Courses]

Step 6: You will now see that the courses were added successfully and will show a Student Pending status.

Course Requests | My Account | Log Out | Print

Course Requests

After finalizing your requests, remember to "Review Requests" and submit them.

	Course	Course Name	Teacher	Period	Credits	Alt Course	Status
🗑	B600	Band 6			0.00		Student Pending
🗑	C600	Computer - 6th Grade			0.00		Student Pending
🗑	LA601	Language Arts 6th			0.00		Student Pending
🗑	M600	Math 6			0.00		Student Pending
🗑	R600	Reading			0.00		Student Pending
🗑	SC600	Science 6			0.00		Student Pending

[Review Requests]

Search Mode: ○ Course Search ● Specify Course Code

Course Code: *
(comma separated)

B600,C600,LA601,M600,R600,SC600

[Search]

Step 7: Once the request are verified by a Counselor, the request need to be submitted by the Counselor by pressing the Review Requests button above.