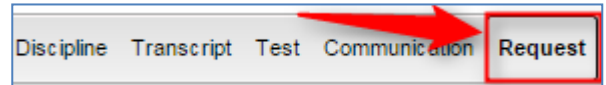


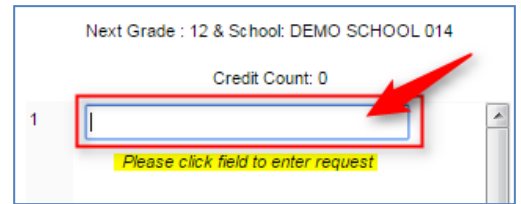
## Student Entry of Requests: Jefferson Parish

The directions below describe how a student can enter requests for next year.

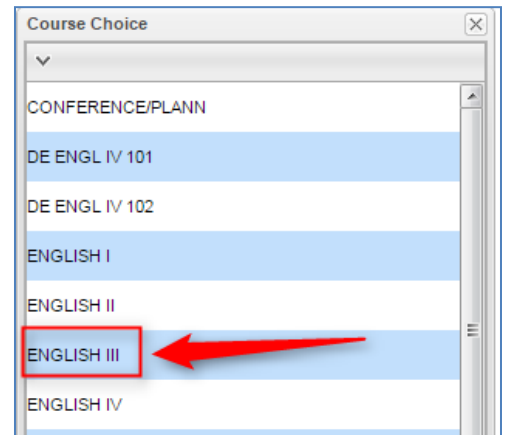
1. On a device or computer, go to <https://jpsis.jpschools.org/progress/>
2. On the menu bar at the top, on the far right, click "Request".



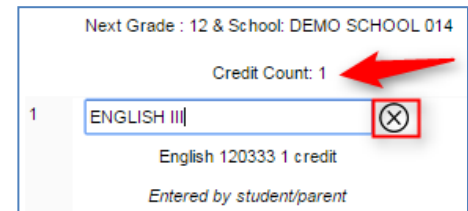
3. Click in the first blank cell.



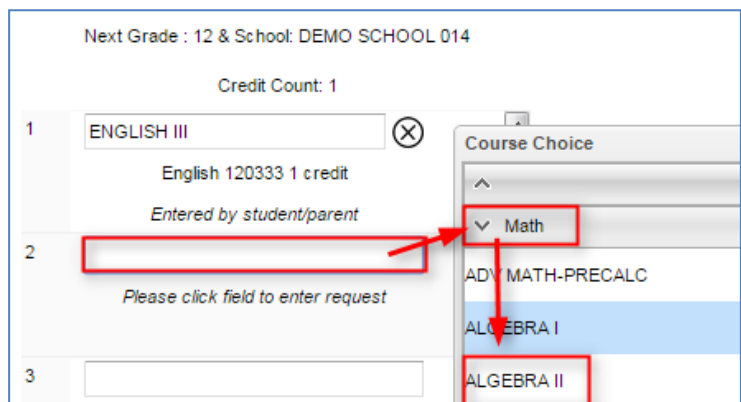
4. A pick list of "English" type courses will appear. Click on the desired English course.



5. The selected course will be displayed along with the credit associated with the course.
  - a. To remove the selection, click the "x" on the far right.



6. Click in the next cell, then click the group "Math" to see a listing of Math courses. Select the desired Math course.
7. Repeat for each additional group such as "Science", "Social Studies", etc...



8. **When there are enough credits**, such as "7" or "8", the entry is complete. Click "Logout" or a different menu area.
9. **Alternates:** If needed, the pink slots at the bottom are to enter Alternate requests.

