Online Course Request
https://youtu.be/1NKWspBVKV4

SFUSD SAN FRANCISCO PUBLIC SCHOOLS

Extended Learning & Support
San Francisco Unified School District

1. Point your web browser to **http://fiscal.sfusd.edu/apps/enroll/** and login with your district Username and Password.

2. Enter **Student ID** number and press the Search button.

3. If you entered the wrong Student ID number, the system will report that the student is not found. Also, <u>please check</u> to ensure that the search result displays the correct student.

4. Select the Credit Recovery Summer School Site for the student (Please note that Galileo is designated for Seniors).
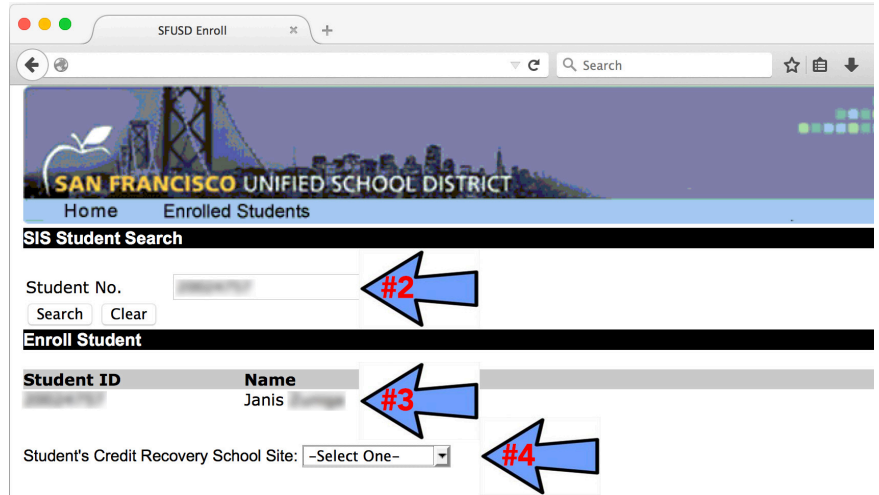
5. Select two credit recovery courses (up to three classes for seniors at Galileo) and the semester the student is remediating.
   For **Newcomers** attending innovative EL courses during the summer session at Balboa, Galileo, or Mission, select only the <u>FIRST period "Newcomer"</u> course. In the **Notes** field on the website, indicate specific subjects where the student is in need of credits (e.g., English 1) so that summer school staff can program accordingly.
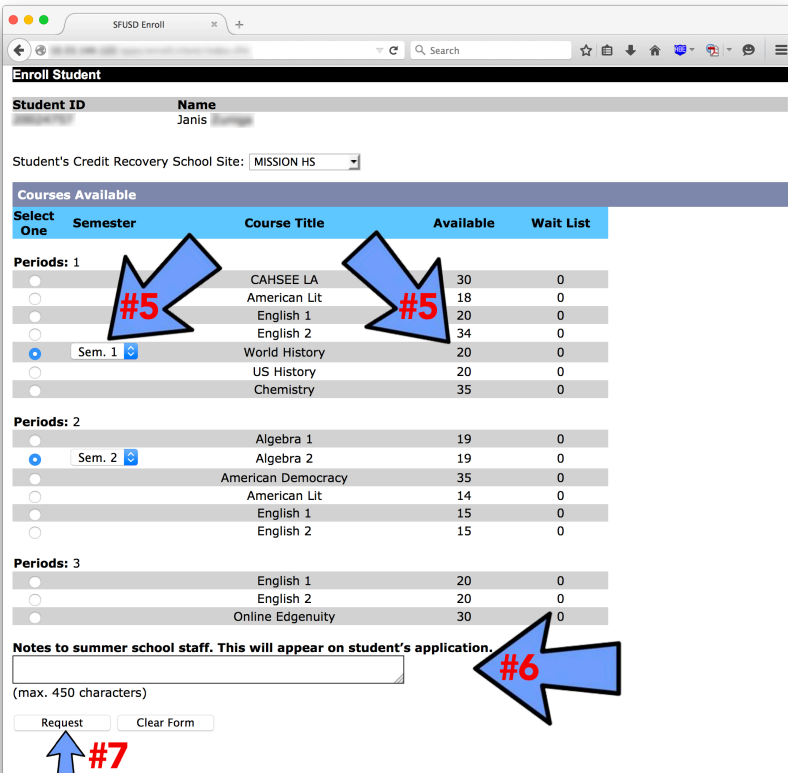
6. If necessary, use the **Notes** field to communicate with the summer school staff. Please be informed that this message will be PRINTED on the student's application.

7. Press the Request button at the bottom of the page, and you will be taken to a new screen with a link to print the application ("Click here to download application.") You may have to scroll UP to see this link on that new page.

8. Click on the link and print the student's application. Remind the student to bring this application signed with the emergency card on the first day of school. (Senior Application, Clearance Sheet, Diploma Cover, and a copy of student transcript must be sent to Galileo <u>no later than May 15th</u>.)

Q: Why are we using an online website instead of paper application?

A: Using an online website will allow us to better serve our students. Counselors will know which sections have open seats while planning summer credit recovery with their students. The Office of Extended Learning and Support will have real-time data on course requests and open new sections as the need arises.

Q: If I enter my students' summer requests online, will their requested spots be secured?

A: Barring last minute issues, the plan is for these students to have seats available to them on the first day. If these registered students do not show up on the first day, they will be dropped and their seats will be opened up to walk-in students (priority will be based on grade level).

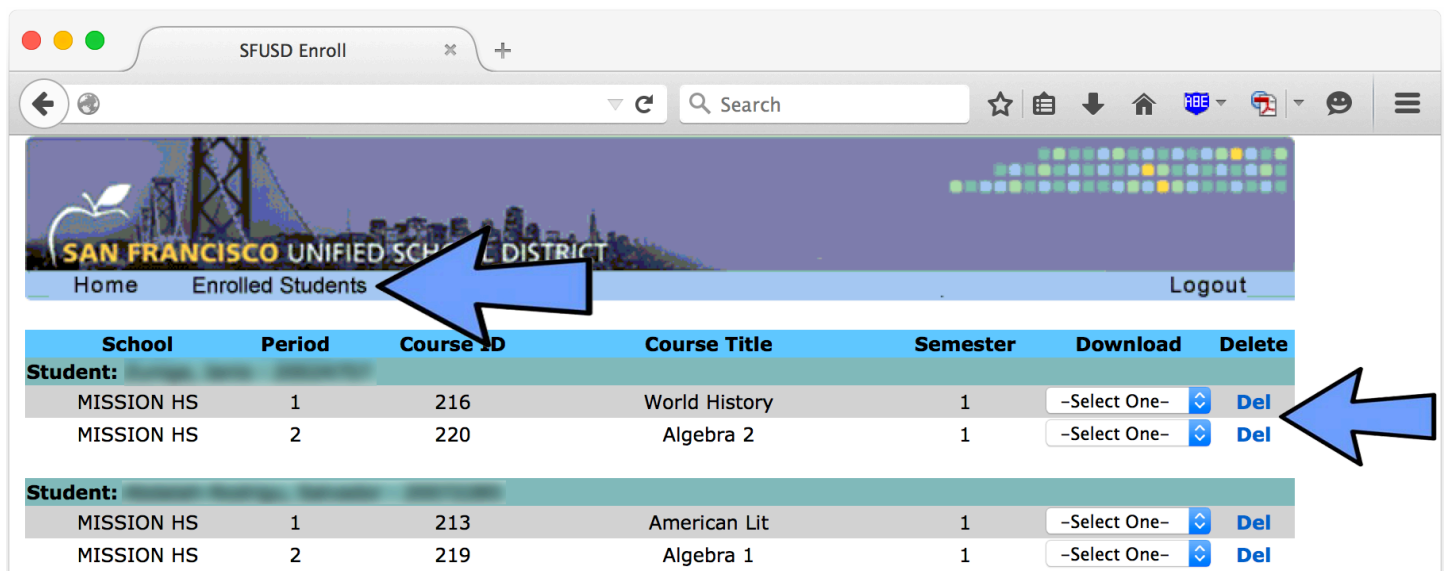**Q: How do you determine students' grade level on the online system?**

A: In order for students to graduate on time, we are using the students' original expected graduation date to determine their cohort/grade level. This is consistent with the method used for the on-track/off-track reports.

Q: I entered a student ID number on the website, but the search result is showing a different student's name. Should I proceed with the course request?

A: No. Please double check the student ID number in Synergy, and remember to only enter course requests for your students. If you need further assistance, contact Nelson Paw at PawN@sfusd.edu.

Q: My student wants to change one or both of the courses. How do I do that on the website?

A: You must first delete the original requests for that student and then re-enter the correct courses.

Log into the website, click on "Enrolled Students", and search for the student. On the right column for the student's courses is "Del". Clicking on it will delete all of the student's requested courses.

Q: How do I reprint my students' application?

A: Log in to the website and click "Enrolled Students". Find the student and go to the pull down menu under the Download column and select the language.