

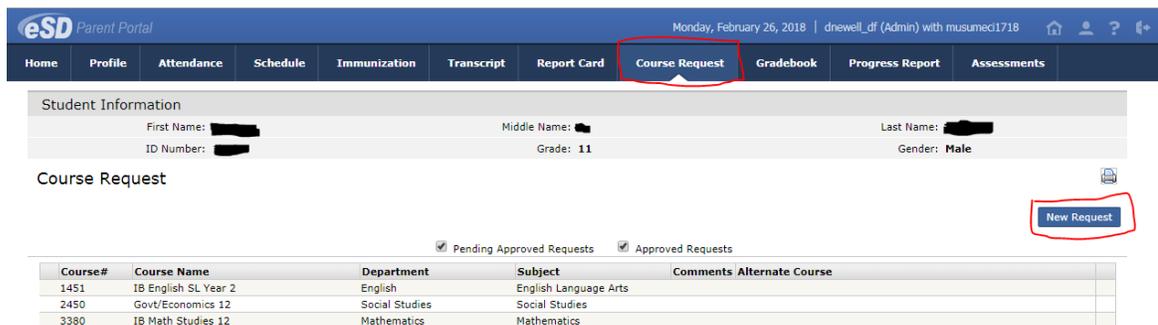
eSchoolData PARENT PORTAL CREATING COURSE REQUESTS

Parents will be able to view and create course requests for their child on the eSchoolData Parent Portal.

- Parents will **log into the Parent Portal**
<https://esdparentportal.lhric.org>
- Click on the **ID number** for the child they want to view or create course requests.
- Click on the **Course Request** tab.
- All existing course requests will be displayed.

To add a New Course Request:

- Click on the **New Request** button
- Select a **Course** from the drop down menu
- Click on **Save**



The screenshot shows the eSchoolData Parent Portal interface. The top navigation bar includes tabs for Home, Profile, Attendance, Schedule, Immunization, Transcript, Report Card, **Course Request** (highlighted with a red box), Gradebook, Progress Report, and Assessments. The user is logged in as 'dnewell_df (Admin) with musumeci1718' on Monday, February 26, 2018. Below the navigation bar, the 'Student Information' section displays fields for First Name, Middle Name, Last Name, ID Number, Grade (11), and Gender (Male). The 'Course Request' section features a 'New Request' button (highlighted with a red box) and a table of course requests. The table has columns for Course#, Course Name, Department, Subject, Comments, and Alternate Course. It shows three rows of data:

Course#	Course Name	Department	Subject	Comments	Alternate Course
1451	IB English SL Year 2	English	English Language Arts		
2450	Govt/Economics 12	Social Studies	Social Studies		
3380	IB Math Studies 12	Mathematics	Mathematics		

Notes to Parents:

- Teacher recommended courses for the next school year will appear in your account under the **Course Requests** tab.
- Both students and parents can create new course requests, **but cannot remove a teacher recommended course.**
- If you would like to choose a course other than what was recommended for child, please enter the desired course. Please know that both courses will appear in your request until your child meets with his or her counselor.