

# KISD Course Verification Process

## Step by Step Guide for Students and Parents/Guardians

Course Verification Window: March 20-28, 2023

### INSTRUCTIONS for STUDENTS:

In order to verify course requests for the 2023-2024 school year **students** must follow the steps below to complete and submit their Personalized Plan in SchoolLinks.

- **For current 6<sup>th</sup> & 7<sup>th</sup> Graders**, there are two steps to completing and submitting the personalized plan.
  - **STEP 1:** Viewing and Submitting the Course Plan - these are the courses a student chose and were approved by their counselor. [SCHOOLINKS help article: How to Complete and Submit a Personalized Plan](#)
  - **STEP 2:** adding GOALS – (optional)
  - If you would like to request a change to any of your courses, you can leave a comment for your counselor before you **SUBMIT** the plan
- **For current 8<sup>th</sup>-11<sup>th</sup> Graders**, there are four steps to completing and submitting the personalized plan.
  - **STEP 1:** Viewing and Submitting the Course Plan - these are the courses a student chose and were approved by their counselor. [SCHOOLINKS help article: How to Complete and Submit a Personalized Plan](#)
  - **STEP 2:** adding GOALS – (optional)
  - **STEP 3:** [Performance Acknowledgements \(required\)](#) select an area you plan to earn
  - **STEP 4:** [College, Career, and Military Readiness \(CCMR\) Indicators \(required\)](#) select an area you are planning to earn
  - If you would like to request a change to any of your courses, you can leave a comment for your counselor before you **SUBMIT** the plan.

## INSTRUCTIONS for PARENTS/GUARDIANS:

In order to verify course requests for the 2023-2024 school year a **parent/guardian** must follow the steps below to review and approve their student's Personalized Plan in SchoolLinks

### **IMPORTANT NOTE:**

**\*Students must submit their personalized plan before a guardian will be able to review and approve the student's personalized plan.**

- Parents/Guardians for students currently in Grades 6-11
  - **STEP 1: Accessing SchoolLinks**
    - Login to MyKaty Cloud and find the SchoolLinks tile  
OR
    - Parents/Guardians will receive an email from SchoolLinks containing a link directing them to their SchoolLinks account to approve students personalized plans.
  - **STEP 2: Review/Comment/Approve Personalized Plan**
    - [VIDEO: Instructions on how to approve course requests or request changes in SchoolLinks for Parents/Guardians](#)
    - [SCHOOLINKS help article: How to View, Request Changes, and Approve a Personalized Plan](#)

## INSTRUCCIONES para PADRES/TOTORES

Para verificar las solicitudes de cursos para el año escolar 2023-2024, un padre/tutor debe seguir los pasos a continuación para revisar y aprobar el Plan personalizado de su estudiante en SchoolLinks

### **NOTA de IMPORTACION:**

**\*Los estudiantes deben enviar su plan personalizado antes de que un tutor pueda revisar y aprobar el plan personalizado del estudiante.**

- Padres/tutores de estudiantes actualmente en los grados 6-11
  - **PASO 1: Acceso a SchoolLinks**
    - Inicie sesión en MyKaty Cloud y busque el mosaico de SchoolLinks  
O
    - Los padres/tutores recibirán un correo electrónico de SchoolLinks que contiene un enlace que los dirigirá a su cuenta de SchoolLinks para aprobar los planes personalizados de los estudiantes
  - **PASO 2: Revisar/Comentar/Aprobar Plan Personalizado**

- [VIDEO: Instrucciones sobre cómo aprobar solicitudes de cursos o solicitar cambios en SchoolLinks para padres/tutores](#)
- [Artículo de ayuda de SCHOOLINKS: Cómo ver, solicitar cambios y aprobar un plan personalizado](#)

[Video: Students Completing and Submitting PGP in SchoolLinks](#)

[Video: Parents viewing and approving PGPs in SchoolLinks](#)

[Video: Counselors reviewing and approving PGPs in SchoolLinks](#)