



Heritage Academy Course Request Instruction Sheet

The Course Request Form (CRF) that accompanies this sheet is a critical tool in planning your schedule for the 2020-2021 school year. Please take time to carefully review your CRF prior to filling it out.

There is one type of CRF for all high-school scholars, and each middle-school grade has a separate CRF. Make sure you have the correct CRF.

If you are going into the 6th grade – you should have a blue CRF

If you are going into the 7th grade – you should have a green CRF

If you are going into the 8th grade – you should have a pink CRF

If you are going into the 9th – 12th grade – you should have a white CRF

After you have reviewed your CRF, go ahead and fill it out one section at a time. As you do so, it may be good to keep track of how many classes you will have each semester; you need a total of eight. For example, classes in a middle-school schedule might look something like this:

Semester 1 (fall)	Semester 2 (spring)
English	English
History	History
Latin	Latin
Pre-Algebra	Pre-Algebra
Science	Science
Beginning Band	Beginning Band
Martial Arts (PE)	Baseball (PE)
Flag Football (Elective)	Art (Elective)

And a high-school schedule might look something like this:

Semester 1 (fall)	Semester 2 (spring)
English	English
History	History
Spanish 1	Spanish 1
Algebra II	Algebra II
Physics	Physics
Yearbook (Elective)	Yearbook (Elective)
Volleyball (PE)	Drama (Fine Art)
Basketball (PE)	Dance (Fine Art)

Please pay attention to the prompts and footnotes throughout the CRF; they are intended to anticipate and answer questions and provide some guidance. Also please note that some classes require prior instructor approval or an audition.

Please also note that in requesting classes, there is no guarantee made or implied that a desired class will be available. Effort will be made to enroll you into all the classes you want, however, be willing to be flexible and accept the fact that you might not be able to have all the classes you want.

Also, be aware that the school policy about schedule changes will be different moving forward: schedule changes will only be made in certain circumstances, as outlined at the bottom of the CRF.

If you have questions as you fill out your CRF you can email Mr. Halterman at bhalterman@heritageacademyaz.com