



January 2026

Dear Bruins,

It's hard to believe but we are beginning the process of making course selections for the upcoming school year. A significant portion of the planning for next school year involves the course selection process. This process is a very crucial part of what we do as the course selections determine our staffing needs for the next school year. The school counseling team wants to be sure that all students/parents understand the actual step-by-step process which we will be following over the next several weeks regarding the scheduling process. We will continue to use an online course selection process to schedule students for the 2026-2027 school year.

Students will receive scheduling materials electronically which will include this letter, course offering sheet, and instructions on how to access/enter course selections online. **Course selections must be made in Student VUE, not Parent VUE.**

Below is the scheduling timeline for the scheduling process for SY 26-27:

January 12 th – January 23 rd	Teachers input course recommendations.
January 26 th	Course scheduling directions for rising 10 th , 11 th , and 12 th graders available in Canvas and school website.
January 26 th -January 30 th	Students/Parents/Guardians review teacher recommendations through the Student Vue web application and submit course selections for the 2026-2027 school year. Requests cannot be submitted via the Parent VUE application.
February 2 nd	Students begin visits with their counselor to review/discuss course selections for the 2026-2027 school year.

Keep in mind that the course selection process is a lengthy process which requires students, parents and school staff to work collaboratively throughout the entire process. It will be imperative that families review the information and submit any changes to the school counseling office **by June 5, 2026.**

Please feel free to contact your student's school counselor if you have any questions regarding the course request process.

Ms. Linder	A-Bas	linderar@pwcs.edu
Ms. Jackson	Bat-Cli	jacksot@pwcs.edu
Ms. Powell	Clo-Fe	powellvl2@pwcs.edu
Ms. Flores	Fik-Ha	floresjd@pwcs.edu
Ms. Jessup	He-Kit	jessupem@pwcs.edu
Mr. Lederman	Kn-Menj	ledermjd@pwcs.edu
Ms. Pitts	Mens-Pen	pittscs@pwcs.edu
Ms. Phalan	Pep-Salg	phalanam@pwcs.edu
Ms. Song	Sali-Tul	songhh@pwcs.edu
Ms. Boddie	Tur-Z	boddiegd@pwcs.edu

Steve Smith
Director of School Counseling

FOREST PARK HIGH SCHOOL SCHEDULING FORM

Diploma Type: Advanced / Standard

Grade: 9 10 11 12

Date: _____

Name: _____

Student Signature: _____

IT Program: _____ IEP: _____ ESOL: _____

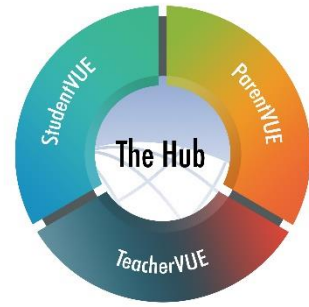
[PWCS COURSE CATALOG LINK](#)

LANGUAGE ARTS		MATHEMATICS		SCIENCE		WORLD LANGUAGE		CAREER AND TECHNICAL EDUCATION (CTE)	
113020	ENGLISH 9	313020	ALGEBRA I	421020	EARTH SCIENCE	511020	FRENCH I	611520	PRIN BUS/MKT
113067	ADV ENGLISH 9	314320	GEOMETRY	421066	ADV EARTH SCIENCE	512020	FRENCH II	613520	BUSINESS MANAGEMENT
114020	ENGLISH 10	314367	ADV GEOMETRY	423020	ENVIRONMENTAL SCI	513020	FRENCH III	612020	ECONOMICS & PERS FINANCE
114060	ENGLISH 10: AP SEMINAR	313420	ALG, FUNC, DATA, ANALYSIS	423082	ENVIRONMENTAL SCI DE	514062	ADV FRENCH IV	613120	BUSINESS LAW
114067	ADV ENGLISH 10	313520	ALGEBRA II	426020	ASTRONOMY	517061	AP FRENCH V	632020	ACCOUNTING
115020	ENGLISH 11	313566	ADV ALG II	425020	OCEANOGRAPHY	551020	SPANISH I	632166	ADV ACCOUNTING
119660	AP ENGLISH 11	315421	DISCRETE .5	427060	AP ENVIRONMENTAL SCI	552020	SPANISH II	661220	COMP INFO SYS
115082	ENGLISH 11 DE	315021	TRIGONOMETRY .5	431020	BIOLOGY	553020	SPANISH III	661366	ADV COMP INFO SYS
116020	ENGLISH 12	319020	STATISTICS	431067	ADV BIOLOGY	554062	ADV SPANISH IV	663020	DESIGN MULTI/WEB
119560	AP ENGLISH 12	316020	ALGEBRA III w/TRIG	437060	AP BIOLOGY	557060	AP SPANISH LANG	663088	IT WEB TECH DE
116087	SRVY WORLD LIT 12 DE	317660	AP PRECALC FOR BC	433020	BIO II: ANATOMY/PHYSIOLOGY	521020	GERMAN I	663120	ADV DESIGN MULTI/WEB
116088	ENGLISH 12 DE	317661	AP PRECALC FOR AB	441020	CHEMISTRY	522020	GERMAN II	664020	PROGRAMMING
117120	CREATIVE WRIT I	317760	AP CALCULUS AB	441067	ADV CHEM	523020	GERMAN III	667020	IT FUNDAMENTALS
117720	CREATIVE WRIT II	317761	AP CALCULUS BC	447060	AP CHEMISTRY	524020	ADV GERMAN IV	791332	JROTC I
121520	PHOTOJOUR/YRBK	318561	AP COMPUTER SCI PRINCIPLES	451020	PHYSICS I	541020	RUSSIAN I	791632	JROTC II
144620	FILM STUDIES	318560	AP COMP SCI A	457160	AP PHYSICS C: MECHANICS	542020	RUSSIAN II	791832	JROTC III
141020	THEATRE	318566	CS: DATA STRUCTURES/ALGO.	PHYSICAL EDUCATION		543020	RUSSIAN III	791932	JROTC IV
142020	THEATRE 2: EXPLOR PERF.	319030	DATA SCIENCE	730020	HPE I	544062	ADV RUSSIAN IV	817520	SPORTS/ENT./EVENT MARKETING
143520	THEATRE PROD	319260	AP STATISTICS	740520	HPE II	551120	SPANISH FLUENT SPKR I	817766	SPORTS/ENT./EVENT MGT.
SOCIAL STUDIES		319944	ADV. CMP. STUDIES	764020	APPLIED FITNESS AND WELLNESS	552120	SPANISH FLUENT SPKR II	821920	INDEPENDENT LIVING
221520	WLD HIST/GEO I	ART		765020	PERSONAL FITNESS I (WEIGHTLIFT.)	553120	SPANISH FLUENT SPKR III	823220	CHILD DEVELOPMENT
221567	ADV WLD HIST I	912020	STUDIO ART I	765030	PERSONAL FITNESS II (WEIGHTLIFT.)	MUSIC		822920	NUTRITION/WELLNESS
221620	WLD HIST/GEO II	913020	STUDIO ART II	767020	UNIFIED PE	923231	INT PERCUSSION	825020	INTRO TO CULINARY ARTS
238060	AP WLD HIST	914020	STUDIO ART III	OTHER		923335	INT BAND	840020	GAME DESIGN & DEVELOPMENT
221260	AP HUMAN GEOGRAPHY	918020	DIGITAL ART I	980831	LEADERSHIP SEMINAR I (App)	923420	ACCELERATED BAND	840166	ADV. GAME DESIGN
236020	US/VA HIST	914730	ART PORTFOLIO PREP	980832	LEADERSHIP SEMINAR II	923466	ADVANCED BAND	843920	PROJECT LEAD THE WAY
236087	US/VA HIST DE	915320	IT GRAPHIC DESIGN	980833	LEADERSHIP SEMINAR III	923820	INT ORCHESTRA	844020	PLTW DIG. ELEC.
231960	AP US/VA HIST	918030	IT COMP GRAPHICS I	982631	GIFTED SEMINAR: PHILOSOPHY	925031	CONCERT ORCHESTRA	844166	PLTW PRIN.ENG.
238820	AFRICAN AM. HIST	918120	IT COMP GRAPHICS II	982630	GIFTED SEMINAR: POWER & PROGRESS	923966	ADVANCED ORCHESTRA	843066	CIVIL ENG. & ARCHITECTURE
238860	AP AFRICAN AMERICAN	918031	IT MULTI SOFT I	909961	AP RESEARCH	928066	ADVANCED CHOIR	844320	PLTW CAPSTONE
244020	US/VA GOV	918130	IT MULTI SOFT II	NOVA ONLINE CCRV		928532	ACCELERATED TREBLE CHOIR	862930	ADV CYBER SYS TECH (2 CREDITS)
244560	AP GOV	919020	PHOTOGRAPHY I	314677	QUANTITATIVE REASONING DE	926030	BEG TREBLE CHOIR	906285	VA TEACHERS FOR TOM I (App)
244087	US/VA GOV DE	919120	PHOTOGRAPHY II	316177	PRECALCULUS 1 DE	928920	CONCERT CHOIR	907282	VA TEACHERS 2
245060	AP COMP. GOV	914860	AP STUD ART 2D DESIGN	916977	ART APPRECIATION DE	928035	ACC BASS CHOIR	907120	CAREER STRATEGIES
290020	PSYCHOLOGY	915060	AP STUD ART DRAWING			922660	AP MUSIC THEORY	909320	ENTREPRENEURSHIP
290260	AP PSYCHOLOGY					923321	MARCHING BD (.5)		
250020	SOCIOLOGY								
280060	AP ECON								

ALTERNATES:	1 >	2 >	3 >
--------------------	---------------	---------------	---------------

***12th graders: all reduced schedule requests have to be submitted by June 5, 2026. No exceptions including during the summer.*

*** The last day to submit schedule change requests is June 5, 2026 2:00 pm*



Online Course Requests

Students



Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

®

INFORMATION TECHNOLOGY SERVICES

Student Information is stored electronically in the Prince William County Public Schools (PWCS) Student Information System (hereinafter “Synergy”). Enrolling students into the Prince William County (PWC) student information system is *extremely important*. Student membership is used to determine the amount of funding schools receive from federal and state governments, the number of teachers and staff that can be hired, and is a major factor in most decision-making.

Management of student records in PWC Schools is governed by PWCS Regulation 700, which can be accessed via the PWCS website. Student records (paper and electronic) in PWC schools shall also be maintained in accordance with the procedures outlined in the State Department of Education publication entitled *Guidelines for the Management of the Student’s Scholastic Record in the Public Schools of Virginia*, which can be accessed online at:

http://www.doe.virginia.gov/boe/regulations/secondary_sch_transcripts/management_scholastic_records.pdf

These records shall be managed in compliance with applicable laws and regulations, including the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), the Protection of Pupil Rights Amendment (PPRA), the Individuals with Disabilities Education Act (IDEA), the Virginia Public Records Act, and the Code of Virginia.

Synergy contains confidential data that must be properly safeguarded. The responsibility for protecting student information accompanies any need to access, use, or release this information. PWCS Regulation 295-1 Computer Systems and Network Services – PWCS Responsible Use and Internet Safety Policy govern all use and access to electronic student records.

Any personally identifiable information, whether it pertains to staff or to students, is considered to be confidential. Synergy users must protect the security and integrity of all confidential information at all times. In addition to PWC Regulations, the following are additional guidelines that must be followed for student information stored in Synergy:

The Information Technology Services Student Information Services (SIS) team has provided a standard security setup for the student information program that limits access to certain pages and fields based on a user’s responsibilities, as well as training received. Below are some important reminders when accessing confidential student records and information:

- At no time should passwords be divulged, nor should workstation passwords be shared.
- Staff must exercise caution in the disposal of printouts and shred all personally identifiable information. This includes partial printouts that may result from printer paper jams or from report trial runs.
- All users must log off Synergy before leaving their workstations.

Prince William County Public Schools (PWCS) does not discriminate in employment or in its educational programs and activities against qualified individuals on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, or disability. PWCS provides equal access to the Boy Scouts and other designated youth groups. The following individual will handle inquiries regarding nondiscrimination policies, including Section 504 and Title IX:

Associate Superintendent for Human Resources

Prince William County Public Schools, P.O. Box 389, Manassas, VA 20108

Table of Contents

Managing Course Requests	4
➤ Graduation Status Summary.....	4
➤ Adding a Course Request.....	5
➤ Removing a Course Request	6

Managing Course Requests

For the 2022-2023 school year, students will submit course requests online using the StudentVUE web application and/or the StudentVUE mobile application. Schools will be responsible for communicating the dates made available for online course requests. Students will need to refer to their school course catalog to identify course offerings.

The **Course Request** page in StudentVUE allows students to view or modify course requests for the next school year. Parents will be able to view requests in ParentVUE. The screen displays the following information:

- A list of the student's current course requests
- Any alternate electives requested, if selected
- Any teacher recommendations made by school staff
- Comments related to the requests, such as *Teacher recommended*, *Previously taken*, etc.
- Graduation Status Summary (for high school students only)

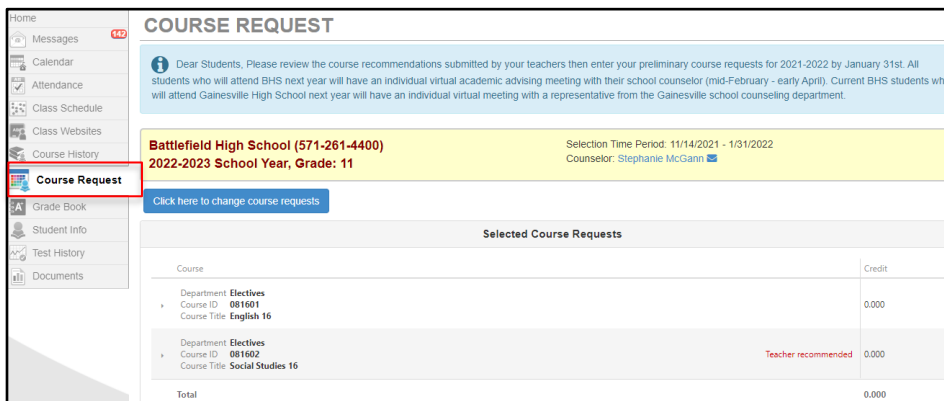
➤ Graduation Status Summary

The student's **Graduation Status Summary** displays at the bottom of the screen for high school students. The chart will display the subject areas required for graduation, with the total number of credits required, credits completed, credits in progress, and credits expected based on next year's course requests. The student's remaining credits display last, providing students and parents insight on their progress toward graduation. This grid should be used to ensure the requests made apply toward graduation.

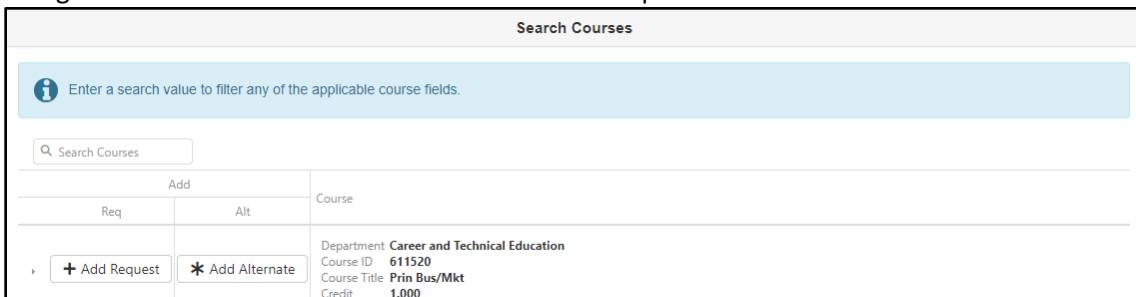
Graduation Status Summary						
Subject Area	Required	Completed	In Progress	↓ Credit for Requested Courses	Remaining	
Electives	3.00	0.00	0.00	3.00	0.00	
English	4.00	0.00	1.00	1.00	2.00	
Mathematics	4.00	0.00	1.00	1.00	2.00	
Health & Physical Education	2.00	0.00	1.00	1.00	0.00	
Laboratory Science	4.00	0.00	1.00	0.00	3.00	
History & Social Sciences	4.00	0.00	1.00	0.00	3.00	
World Languages	3.00	1.00	1.00	0.00	1.00	
Fine Arts/Career & Technical Ed	1.00	0.00	1.00	0.00	0.00	
Economics & Personal Finance	1.00	0.00	0.00	0.00	1.00	
Total	26.000	1.000	7.000	6.000	12.000	

➤ Adding a Course Request

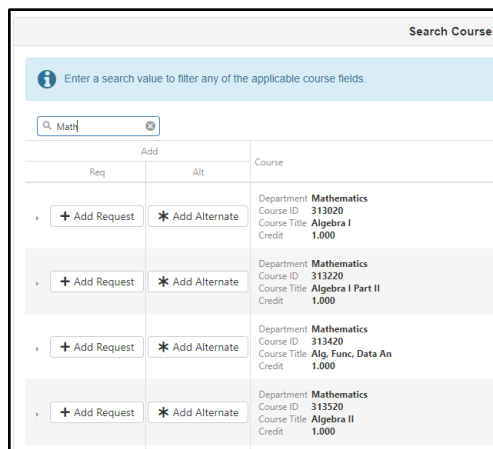
1. Sign into [StudentVUE](#) via the web or the mobile app.
2. Click **Course Request** on the left navigation panel. The *Course Request Selection* page opens.



3. Review any *Teacher Recommendations* and the *Graduation Status Summary* to make note of subjects still needed for graduation.
4. Click the **Click here to change course requests** button.
 - a. If course requests have already been made, they will be listed in a grid labeled **Selected Course Requests**.
 - b. If alternate requests have already been made, they will be listed in a grid labeled **Selected Alternate Course Requests**.
 - c. If any courses have been recommended by staff, they will be listed in a grid labeled **Teacher Recommendations**.
 - d. The **Search Courses** grid will display for all students, while the *Online Course Request* window is open.
5. Review the **Teacher Recommendations** grid, if displayed and accept recommended courses as desired.
 - a. Click the **+ Add Request** button to move the course to the *Selected Course Requests* grid.
 - b. Click the *** Add Alternate** button to move the course to the *Selected Alternate Course Requests* grid.
6. Navigate to the *Search Courses* area to add course requests.



7. Enter a keyword in the **Search Box** to narrow the list of courses. This can be a *Course ID* or any part of a *Course Title* or *Department Name*.
8. Select the desired course:
 - a. Click the **+ Add Request** button to move the course to the *Selected Course Requests* grid.
 - b. Click the *** Add Alternate** button to move the course to the *Selected Alternate Course Requests* grid.
9. Continue searching for all desired courses until all requests have been made.



10. If desired, prioritize the *Alternate Course Requests* by clicking the *dotted icon* to the left of the *Alternate Course Request*; drag and drop into the appropriate order.

Selected Alternate Course Requests				
	Action	Priority	Course	Credit
⋮	✕ Remove	1	Department Career and Technical Education Course ID 611520 Course Title Prin Bus/Mkt	1.000
⋮	✕ Remove	2	Department Career and Technical Education Course ID 613120 Course Title Business Law	1.000

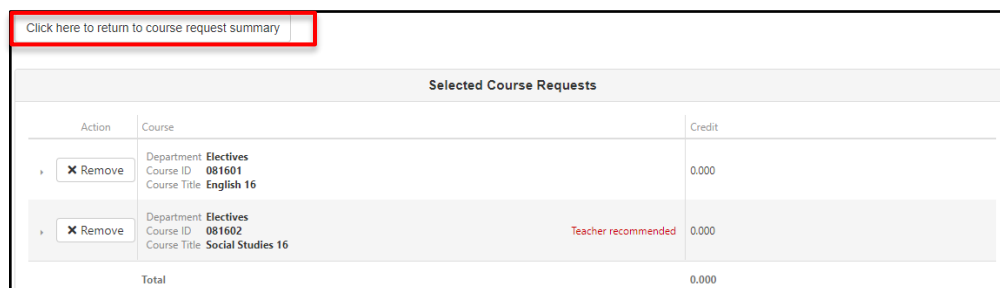
11. Click the **Click here to return to course request summary** button (at the top of the screen) when finished.

➤ Removing a Course Request

1. Sign into [StudentVUE](#) via the web or the mobile app.
2. Click **Course Request** on the left navigation panel. The *Course Request Selection* page opens.
3. Click the **Click here to change course requests** button.

💡 A *Comment* will display if the student is currently enrolled in or has previously taken the course.

4. Click the **Remove** button next to any requests to be removed; the course will immediately disappear.



5. Click the **Click here to return to course request summary** button to save the changes.