

Amesbury High School 2025-2026 Course Request Entry

Beginning February 3rd, guidance counselors will begin providing grade-specific instructions and review during WIN block. The two-week registration window for all students will be February 3rd – February 14th.

Getting Ready:

1. Go to <https://schools.amesburyma.gov/Page/4554> on the AHS webpage.
2. Open the Program of Studies to review course descriptions and prerequisites.
3. Download your YOG specific elective reference sheet. Make notes about courses you are interested in.
4. Review your completed coursework and compare to your YOG specific graduation requirements [page 7] of the Program of Studies.

Steps for Entering Your Course Requests:

1. Log into your student Aspen account
 - Course requests must be made in a student account; parent accounts can only view requests
 - Select the **My Info** top tab
 - Select the **Requests** side tab
 - Make sure you are in Entry Mode; you should see <<Exit entry mode in the top left
2. Select courses
 - Instructions: Listed courses are either required/recommended for your grade level
 - Teachers have made course recommendations in core subject areas, you will be able to review those as you enter your primary requests.
 - Primary requests:
 - i. Select a subject area and a pop up window will appear with general instructions and a link to the Program of Studies for YOG specific requirements
 - ii. The pick list of courses indicates which courses you have already taken, whether you have been recommended for a course, whether you have met a course pre-requisite, and which courses are available for next year
 - iii. To make a selection, check the box to the left of the course name and click 'ok'
 - iv. You must select a minimum of 24 credits
 - Alternates: Global alternates are used to replace any elective course, from any subject area, in the event of a scheduling conflict
 - i. You must enter a minimum of 4 alternate choices
 - ii. The Alternate priority column to the right can be used to rank your selections, with priority 1 being the alternate that is used first
 - iii. Do not select courses which you have already entered as a Primary request
3. Use the 'Notes for Counselor' box underneath to leave your guidance counselor a note if you need to request a course not listed, or if you have a question about a course
4. Review your requests with your parents
5. Finishing steps
 - Reached the 24 credit minimum? Click the 'Post' button under the 'Notes' box. This will let your guidance counselor know that you are finished.
 - Not at the credit minimum? Your counselor will review your requests with you to figure out those last few choices.

Congratulations! You have now entered your requests for next year! This information will be used to gauge interest in new courses, determine which courses ultimately run, and how many sections of each course are needed.