



Students and Parents,

Beginning Wednesday, June 29, **students in grades 9-12**, will be able to access Lumen from home and finalize their courses for the 2016-2017 school year. There have been several seated courses that have been added since the first time students participated in the course request process. Please take time to look through all the courses. We have provided an informational video to assist with the process of accessing the student Lumen account and requesting courses. The demonstration is available at <https://www.youtube.com/watch?v=3kiOaTtXJjc> or on the Plato homepage. The course request window will be from June 29 through July 8. After the course request window closes, a schedule will be created and mailed to each student during the month of July.

LOGIN INFORMATION:

LOCATION ID: 5

USERNAME: First name initial and last name (Example: jcopley)

PASSWORD: 4 digit student ID number (lunch and library number)

Please note the following when requesting courses:

1. Students need to be registered for 7 courses (unless semester courses). If the course is a semester course, the student will need to select an opposing semester course (Example: Speech/Health or Short Stories/Novels).
2. Students need to select an alternative course.
3. Students need to be enrolled in 4 core classes (there may be exceptions for upperclassmen).
4. If a student has already had P.E. during a previous school year, they are advised to select a course in a different subject area.
5. Students who receive special education minutes in certain subjects will need to select the courses that are listed as Resource (Example: Resource Math or Resource Study Skills).
6. Special student requests need to be emailed to Mr. Atterberry.
7. Freshmen need to request Physical Science unless you have been identified as a student approved to take Biology. If you are unsure, please email Mr. Atterberry.
8. Students enrolling in an online dual enrollment course that is not listed, please select Learning Lab.
9. Students in grades 9, 10, 11, must be enrolled in a math course.
10. Don't forget to process (save) your course selection at the bottom of the screen by entering in your current grade level (Example: If I am going to be a freshman during the 16-17 school year, I will enter a "9").

We hope that this process provides an opportunity for students and parents to work collaboratively on building an academic schedule. If you have any feedback, please email Mr. Atterberry at datterberry@plato.k12.mo.us or Mr. Copley at jcopley@plato.k12.mo.us.

Thanks,

Mr. Justin Copley

Principal

Plato Middle/High School