



Lutheran High School – Course Selection Requests for the 2026-2027 School Year

Step by Step Instructions for Completing Course Selections in FACTS:

- Please login to your FACTS account (you will use the parent login)
 - FACTS District Code: DL-CO
 - If you forgot your password, click on the Forgot Password link. FACTS/RenWeb will email you a link to reset your password.
- Click on Student Information
- Click on Course Request
- Use the Google Forms document in the student's email as a guide and check the box next to the classes your student would like to take next year. Please make sure you go through each section of the Course Selection Google Form.
 - **Please make sure to select LUNCH and CHAPEL in addition to the classes on the course selection sheet.**
- Once all your classes are selected hit **Save**. You are done - simple as that!

Here are some important things to note that will help you throughout this process:

- Please stick to the classes that were pre-selected with your student at school and appear on the students course selection form. If you have any questions about the pre-selected classes, please talk to your advisor ***before*** making any changes in FACTS.
- Next to the list of classes, you will see which classes you are currently enrolled in and have passed or failed. This gives you a good look at your high school career thus far and can aid in future planning.
- If you've failed any class (one or both semesters), please note that you will have to seek credit recovery online or at your local public high school summer classes. Suggested online credit recovery sites: is.byu.edu or ndcde.org. I will be in contact with you and your student if this applies to you.
- Some classes (Team Strength, the Academies, Choir, Band, etc.) may be taken more than once. FACTS allows you to check a box next to an already passed class.
- Any class with a ":" next to it is a semester long class. All other classes are year-long.
- Selecting classes this early helps administration plan for the needs of next school year. As always, master schedule planning is done during summer and student schedules for the next school year are viewable in FACTS in early August.

As a reminder, all course selections will be reviewed by me with the student between January 26 and March 13. Should any irregularities or conflicts arise you will be contacted.

Thank you for your help with this process!