

APOLLO MIDDLE SCHOOL DIRECTIONS FOR STUDENT SCHEDULE CHANGES

Apollo students will enter all schedule change requests online through Naviance Family Connection. The request window will open on 08/15/2018 and will close on 08/28/18. Requests will be electronically sent to the counselor, who will address the change request in the order it was received.

1) Students Log on using one of the following options:

A-Phone or computer:
<https://student.naviance.com/apolloms>

B-Through single sign-on

C-Google *Apollo Naviance*

2) LOG IN- The student account name is their ID number and the password is the student's date of birth MM/DD/YYYY (with the slashes)

3) Once the student logs in-

- A. Click ABOUT ME tab
- B. Click on MY SURVEYS
- C. Click on SURVEYS NOT STARTED (this will take you directly to the form) click on the form
- D. Complete the form
- E. Hit save and finish to complete your request
- F. Wait for an email in your Naviance Inbox that your change has been processed. You will see a new message at the top of the home page. Parents who log into Naviance and enter their email will also be sent the change information.

Students must complete every section of the form. Parents will enter their names in the parent signature box to signify approval.

Please allow time for the form to be processed

***Please note that not all schedule change requests may be granted. Class Size Amendment, Current Class Loads and Availability of Courses requested are all factors being considered in the schedule change process.**

Parent Log-in

Each parent has an individual registration code; please email Naviance contact: maria.desmond@browardschools.com For your parent registration code.

Once you receive your code:

Log in:

Phone or computer:

<https://student.naviance.com/apolloms>

Or Google [Apollo Naviance](#)

Look on the right side:

Are you new here?

[I need to register](#)

Apollo Middle School
6800 ARTHUR ST
HOLLYWOOD, FL 33024
p: 7543232900

Click I need to register and follow the steps to register your parent account; once you are registered and have entered your parent email, you will receive updates.

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