

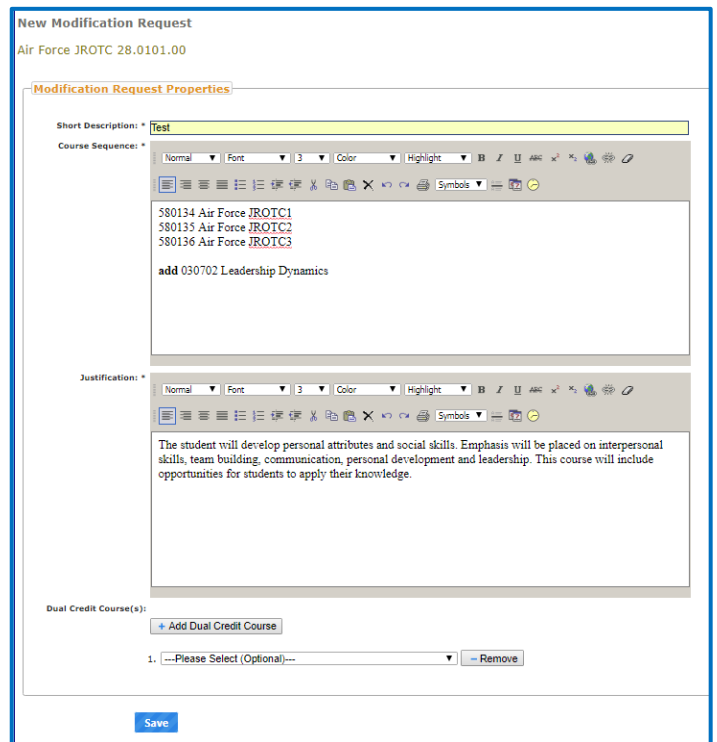
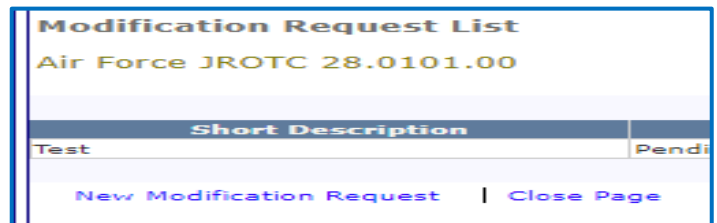
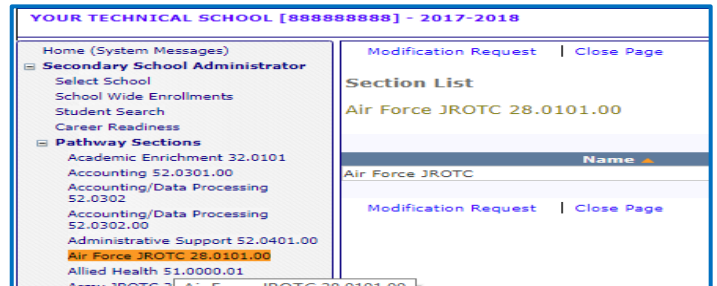
How to Submit a Pathway Modification Request

READ EVERYTHING BEFORE YOU DO ANYTHING...

- The request window for the 2019-2020 school year is February 1, 2019 - September 1, 2019
- Do not use this process to add or remove a pathway
- Pathway Modifications may only be submitted in TEDS

1. Log in to TEDS.
2. Click on the pathway where you want make changes.
3. Click on **Modification Request**.
4. Click **New Modification Request**.
5. Complete Required Information.

- a. **Short Description.** Be specific but brief.
- b. **Course Sequence.** List the full course sequence, including the changes you wish to make in this pathway.
- c. **Justification.** Provide clear justification for the change you are requesting.
- d. **Dual Credit.** Optional. Use the dropdown list to select any requested dual credit courses.



6. Click **Save**.

Your request will be routed to the appropriate consultant for review.

Please allow 14 days for consultants to review your request.