



# Student Requests

The Student Requests screen allows administrators to add course requests for students for the next school year. When running the Scheduler, student requests are used to schedule students into courses. Students can also be auto-scheduled on an individual basis directly from the Student Requests screen.

## Using the New Alternate Course Requests Feature

The alternate course requests feature allows up to three alternates to be designated for each course request, including non-elective courses. This feature is enabled using the system preference "Use new Alternate Student Course Requests (Permanent once enabled)" in Setup > System Preferences > Default School Preferences/School Preferences > [Scheduling](#) tab. Enabling this preference is permanent; this preference cannot be disabled once it is enabled.

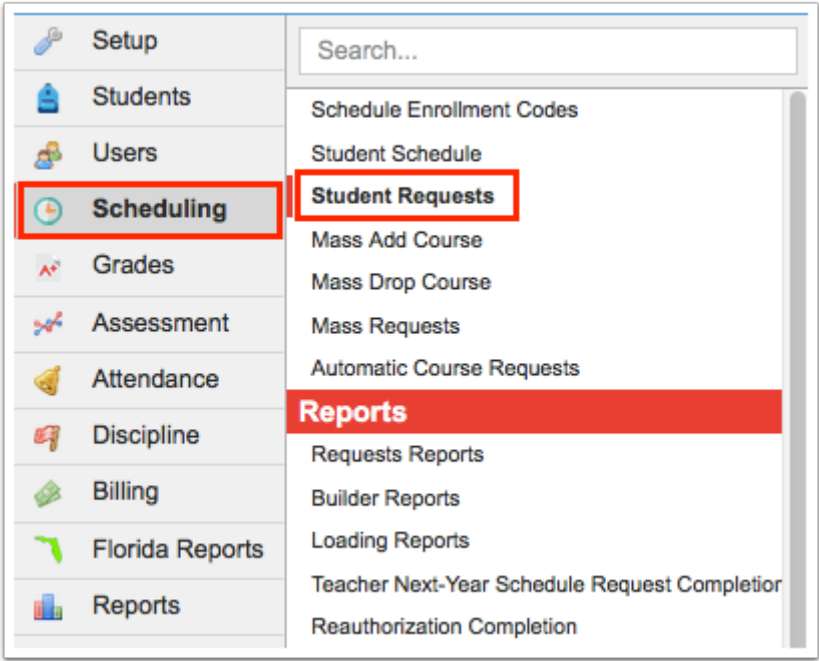
 If you import requests from outside of Focus, and you are sending the elective priority number, you cannot enable the alternate student course requests feature in Focus until you have changed the import format to meet the new alternates setup.

 See [Alternate Course Requests](#) for an overview video of this new feature.


## Adding Requests Using the Quick List

The Quick List is organized by graduation subject (if graduation subjects are set up by the district), and allows you to quickly add requests for each requirement and select multiple choices. If progression plans are set up, then the student's assigned progression plan drives the courses available for selection.

1. In the **Scheduling** menu, click **Student Requests**.



2. In the Search Screen, enter search criteria to locate the student and click **Search**.

 See [Searching for Students](#) for detailed instructions on the various ways to search for students.

Q Student Search [More Search Options](#)



Student Group

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

[Use Legacy Search](#) [Search](#)

3. In the search results, click the student's name.

Search Screen Simple List <b>Customized List</b> Customize Student List			
Student: acevedo			
2 Students <div></div>			
Photo	Student	Student ID	Grade
	Acevedo, Diem Donna	00023057	09
	Acevedo, Emerald Vonn	00056443	12

**i** Any requests already entered by the student, teacher, or administrator are listed at the top of the screen. In the Add a Request: Quick List section of the screen, any requirements that already have requests entered will have a green check in the Course(s) column.

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Auto-Schedule this Student
☐ Include Inactive
☐ Courses For All Grade Levels

1 Request And 0 Alternates  
1.00 Credits And 1.00 Units

Prior Primary School: 2023-2024 (Grade 11) Windy High School  
Approved by Counselor: ☐ Locked for Students: ☐

Export
Filter: OFF
Toggle Columns
Save

	Course	Credits	Course #	Schedule First	Don't Schedule	Term	Inclusion	Alternate Course 1	Alternate Course 2	Alternate Course 3
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Eng 4: FI Coll Prep (1...	1.00	1001405	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			

Add a Request: Quick List

18 Requirements

Subject	Course(s)
English Language Arts	<input checked="" type="checkbox"/>
Mathematics	
Algebra I or equivalent	
Geometry or equivalent	
Biology or equivalent or postsecondary course identified as a biology credit	

**💡** If grade levels have been set on courses, only courses available to the student's grade level are available for selection. To add requests regardless of the grade levels set on the course, select the **Courses for All Grade Levels** check box at the top-right corner of the screen.

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Auto-Schedule this Student
☐ Include Inactive
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1 Request And 0 Alternates  
1.00 Credits And 1.00 Units

Prior Primary School: 2023-2024 (Grade 11) Windy High School  
Approved by Counselor: ☐ Locked for Students: ☐

Export
Filter: OFF
Toggle Columns
Save

	Course	Credits	Course #	Schedule First	Don't Schedule	Term	Inclusion	Alternate Course 1	Alternate Course 2	Alternate Course 3
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Eng 4: FI Coll Prep (1...	1.00	1001405	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			

**4.** To add a request for a subject area, select the course from the pull-down. One or multiple courses can be selected.

Demographic Enrollment Schedule **Requests** Grades Absences Activities Referrals Test History Audit Trail Grad Communication SSS Choice Billing

Auto-Schedule this Student ☐ Include Inactive ☐ Courses For All Grade Levels

1 Request And 0 Alternates  
1.00 Credits And 1.00 Units

Prior Primary School: 2023-2024 (Grade 11) Windy High School

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF Toggle Columns

<input type="checkbox"/>	Course	Credits	Course #	Schedule First	Don't Schedule	Term	Inclusion	Alternate C
<input type="checkbox"/>	Eng 4: FI Coll Prep (1...	1.00	1001405	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

**Add a Request: Quick List**

**18 Requirements**

Subject

English Language Arts

**Mathematics**

Algebra I or equivalent

**ACCESS ALGEBRA 1A (7912080)**

- ☐ ACCESS MATH LIB ARTS (7912070)
- ☐ ALG 1-A (1200370)
- ☐ ALG 2 (1200330)
- ☐ ALG 2 HON (1200340)
- ☐ AP CALCULUS AB (1202310)
- ☐ AP CALCULUS BC (1202320)
- ☐ AP COMPUTER SCI PRIN (0200335)
- ☐ AP STAT (1210320)
- ☐ CAL II/ANALYTIC GEOM (MAC2312)

Check all Clear (0 / 23) ☐ Exact filter

Filter...

💡 To quickly locate a course in the list, begin typing the course name or number in the Filter field at the top of the pull-down. Matching courses will display in the list for selection.

☐ **ALG 1-A (1200370)**

☐ **ALG 2 (1200330)**

☐ **ALG 2 HON (1200340)**

☐ **ACCESS ALGEBRA 1A (7912080)**

☐ **COLLEGE ALGEBRA (MAC1105)**

☐ **Financial Algebra (1200387)**

☐ **ANALYSIS OF FUNC HON (1201315)**

☐ **AP CALCULUS AB (1202310)**

☐ **AP CALCULUS BC (1202320)**

☐ **LIBERAL ARTS MA (MGF1106)**

alg

Check all visible Clear selected

5. Once the course selections have been made, click **Save**.

**Save**

**Add a Request: Quick List**

18 Requirements	
Subject	Course(s)
English Language Arts	<input type="text" value=""/>
Mathematics	AP CALCULUS AB (1202310)
Algebra I or equivalent	<input type="text" value=""/>
Geometry or equivalent	<input type="text" value=""/>
Biology or equivalent or postsecondary course identified as a biology credit	<input type="text" value=""/>
Equally rigorous course that counts for science credit	PHYS 1 (2003380)
World History	<input type="text" value=""/>
United States (American) History	AP U.S. HIST (2100330)
United States (American) Government	<input type="text" value=""/>
Economics	<input type="text" value=""/>
Practical Arts with artistic content	<input type="text" value=""/>
Performing Fine Arts	<input type="text" value=""/>
Physical Education	<input type="text" value=""/>
Personal Fitness	<input type="text" value=""/>

The course requests are added to the table at the top of the screen. You can now designate alternate course requests, select Inclusion, designate with or without a specific teacher, and more. See [Adding Requests at the Top of the Screen](#) for more information on using these options.

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7 Requests And 0 Alternates  
 1.00 Credits And 1.00 Units

Auto-Schedule this Student ☐ Include Inactive ☐ Courses For All Grade Levels

Prior Primary School: 2023-2024 (Grade 11) Windy High School  
 Approved by Counselor: ☐ Locked for Students: ☐

Export 
Filter: OFF
Toggle Columns
Save

	<input type="checkbox"/>	Course	Credits	Course #	Schedule First	Don't Schedule	Term	Inclusion	Alternate Course 1	Alternate Course 2	Alternate Course 3
	<input type="checkbox"/>	<input type="text" value=""/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="checkbox"/>	Eng 4: FI Coll Prep (1...	1.00	1001405	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="checkbox"/>	AP CALCULUS AB (...		1202310	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="checkbox"/>	PHYS 1 (2003380)		2003380	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="checkbox"/>	AP U.S. HIST (21003...		2100330	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="checkbox"/>	Spanish 4 Hon (0708...		0708370	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="checkbox"/>	2-D Studio Art 3 Hon ...		0101320	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="checkbox"/>	Band 4 (1302330)		1302330	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

6. Click **Save** at the top of the screen to save the requests.

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Auto-Schedule this Student

☐ Include Inactive

☐ Courses For All Grade Levels

7 Requests And 4 Alternates

1.00 Credits And 1.00 Units

Prior Primary School: 2023-2024 (Grade 11) Windy High School

Approved by Counselor: ☐

Locked for Students: ☐


Export


Filter: OFF

Toggle Columns

Save

	<input type="checkbox"/>	Course	Credits	Course #	Schedule First	Don't Schedule	Term	Inclusion	Alternate Course 1	Alternate Course 2	Alternate Course 3
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	Eng 4: FI Coll Prep (1...	1.00	1001405	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	AP CALCULUS AB (...)		1202310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	AP CALCULUS BC (...)		
	<input type="checkbox"/>	PHYS 1 (2003380)		2003380	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	AP U.S. HIST (21003...		2100330	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	Spanish 4 Hon (0708...		0708370	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	2-D Studio Art 3 Hon ...		0101320	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	3-D Studio Art 3 Hon ...	CERAMICS (ART1750)	
	<input type="checkbox"/>	Band 4 (1302330)		1302330	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	CHORUS 1 (1303300)		

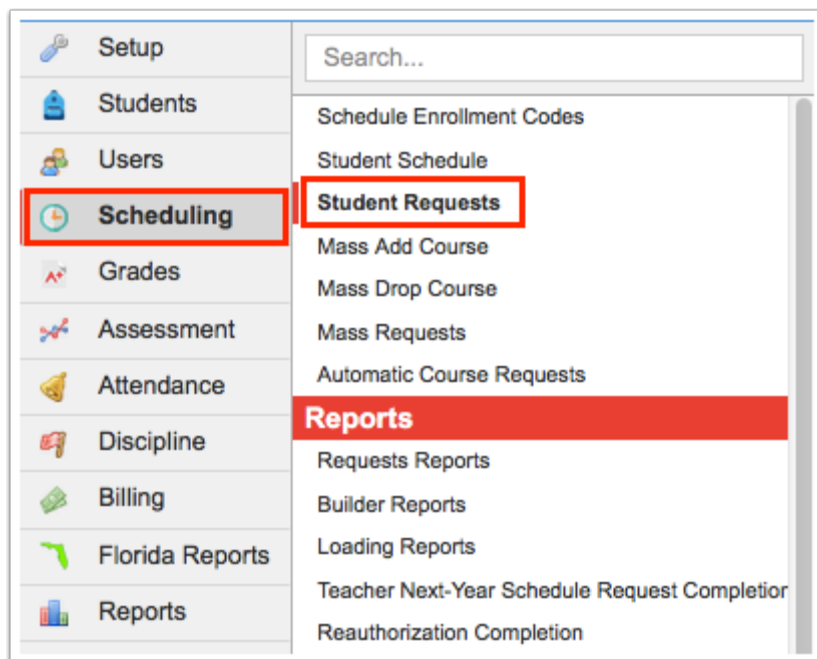
 If a course is requested that a student is currently taking or has already taken, or has already been requested, a warning message will display stating that there is a conflict with the chosen course. You can continue to add the request if the student has to repeat the course or if it is a course the student can take for multiple periods/credits (e.g. OJT or study hall), or you can cancel the request.

 If you have requested a course in any of the core subject groups (Math, Science, Social Studies, or English) on the behalf of a student, the student cannot request a course in the same subject group. If the student tries to request a course in the same subject group via the Student Portal, he/she will receive an error message.

## Adding Requests at the Top of the Screen

Course requests can be entered directly in the table at the top of the screen. You can also designate alternate requests, set the Inclusion option, designate with or without a specific teacher or period, and other options.





1. In the **Scheduling** menu, click **Student Requests**.



2. In the Search Screen, enter search criteria to locate the student and click **Search**.

 See [Searching for Students](#) for detailed instructions on the various ways to search for students.

3. In the search results, click the student's name.

<div> <div>Search Screen</div> <div>Simple List</div> <div><b>Customized List</b></div> <div>Customize Student List</div> </div>			
Student: acosta			
2 Students 			
Photo	Student	Student ID	Grade
	<u>Acosta, Dexter D</u>	00086685	10
	Acosta, Harry P. 	00058780	10

**i** Any requests already entered by the student, teacher, or administrator are listed at the top of the screen. In the Add a Request: Quick List section of the screen, any requirements that already have requests entered will have a green check in the Course(s) column.

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Auto-Schedule this Student
☐ Include Inactive
☐ Courses For All Grade Levels

1 Request And 0 Alternates  
1.00 Credits And 1.00 Units

Prior Primary School: 2023-2024 (Grade 09) Windy High School

Approved by Counselor: ☐ Locked for Students: ☐

Export
Filter: OFF
Toggle Columns
Save

	Course	Credits	Course #	Schedule First	Don't Schedule	Term	Inclusion	Alternate Course 1	Alternate Course 2	Alternate Course 3
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Eng 2 (1001340)	1.00	1001340	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			

Add a Request: Quick List

18 Requirements

Subject	Course(s)
English Language Arts	<input checked="" type="checkbox"/>
Mathematics	
Algebra I or equivalent	
Geometry or equivalent	
Biology or equivalent or postsecondary course identified as a biology credit	

4. In the blank row at the top of the table, select the **Course**.

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Auto-Schedule this Student
☐ Include Inactive
☐ Courses For All Grade Levels

1 Request And 0 Alternates  
1.00 Credits And 1.00 Units

Prior Primary School: 2023-2024 (Grade 09) Windy High School

Approved by Counselor: ☐ Locked for Students: ☐

Export
Filter: OFF
Toggle Columns
Save

	Course	Credits	Course #	Schedule First	Don't Schedule	Term	Inclusion	Alternate Course 1	Alternate Course 2	Alternate Course 3
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			

Add a Request

18 Requirements

Subject	Course(s)
English Language Arts	<input checked="" type="checkbox"/>
Mathematics	
Algebra I or equivalent	
Geometry or equivalent	



💡 To quickly locate a course in the list, begin typing the course name or number in the Filter field at the top of the pull-down. Matching courses will display in the list for selection.

Demographic Enrollment Schedule **Requests** Grades Absences Activities Referrals Test History Audit Trail Grad Communication SSS Choice Billing

Auto-Schedule this Student ☐ Include Inactive ☐ Courses For All Grade Levels

1 Request And 0 Alternates  
1.00 Credits And 1.00 Units

Prior Primary School: 2023-2024 (Grade 09) Windy High School

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF Toggle Columns Save

	Course	Credits	Course #	Schedule First	Don't Schedule	Term	Inclusion	Alternate Course 1	Alternate Course 2	Alternate Course 3
<input type="checkbox"/>	<input type="text" value="art 1"/>			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>	2-D Studio Art 1 (0101300)									
<input type="checkbox"/>	DESIGN & ART THEORY (ART1201)									
<input type="checkbox"/>	2-D Studio Art 2 (0101310)									
<input type="checkbox"/>	3-D Studio Art 2 (0101340)									
<input type="checkbox"/>	2-D Studio Art 3 Hon (0101320)									
<input type="checkbox"/>	3-D Studio Art 3 Hon (0101350)									
<input type="checkbox"/>	ART HISTORY I (ARH1050)									
<input type="checkbox"/>	ART APPRECIATION (ARH1000)									
<input type="checkbox"/>	AP STUDIO ART/2-D (0109350)									
<input type="checkbox"/>	AP STUDIO ART/3-D (0109360)									

Add a Request

18 Requirements

Subject

English Language

Mathematics

Algebra I or equivalent

Geometry or equivalent

Course(s)

✓

Save

The Course # will auto-populate based on the selected course.

Demographic Enrollment Schedule **Requests** Grades Absences Activities Referrals Test History Audit Trail Grad Communication SSS Choice Billing

Auto-Schedule this Student ☐ Include Inactive ☐ Courses For All Grade Levels

1 Request And 0 Alternates  
1.00 Credits And 1.00 Units

Prior Primary School: 2023-2024 (Grade 09) Windy High School

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF Toggle Columns Save

	Course	Credits	Course #	Schedule First	Don't Schedule	Term	Inclusion	Alternate Course 1	Alternate Course 2	Alternate Course 3
<input type="checkbox"/>	2-D Studio Art 1 (0101300)		0101300	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			

❗ If a course is requested that a student is currently taking or has already taken, or has already been requested, a warning message will display stating that there is a conflict with the chosen course. You can continue to add the request if the student has to repeat the course or if it is a course the student can take for multiple periods/credits (e.g. OJT or study hall), or you can cancel the request.

**i** If you have requested a course in any of the core subject groups (Math, Science, Social Studies, or English) on the behalf of a student, the student cannot request a course in the same subject group. If the student tries to request a course in the same subject group via the Student Portal, he/she will receive an error message.

5. Enter the rest of the fields as needed:

Field	Description
Credits	<p>This is a read-only field. The credits for the course will auto-populate after adding the request if defined in the Course Catalog.</p> <p>Florida: If there is a value in the Total Credit column in the Course Catalog for that school year, that value will display. If there is no value in the Total Credit column, then the value in the Credits per Course column will display (which pulls from the Course Code Directory for that school year). If there is no value in either the Total Credit column or the Credits per Course column, and there are no records for that school year in the Course Code Directory, then it will look to the Course Code Directory of the previous school year for a value. If there is no value found anywhere listed, then the request will display as 0 credits.</p> <p>Texas: If there is a value in the Total Credit column in the Course Catalog for that school year, that value will display. If there is no value in the Total Credit column, then the value in the C022 for that school year will display. If there is no value in either the Total Credit column or the C022 for that course, and there are no records in the C022 for that school year, then it will look to the C022 of the previous year for a value. If there are no values found anywhere listed above, then that request will display as 0 credits.</p> <p>Other states: It will only refer to the column Total Credit in the Course Catalog. If there is</p>

Field	Description
	a value for that course in that school year, it will display that value next to the student request record. If there is no value, then the request will display as 0 credits.
Schedule First	Select the check box if the Scheduler should attempt to schedule this request first before all other requests not marked as "Schedule First."
Don't Schedule	Select the check box if the Scheduler should not schedule this course request.
Term	If a student will not be enrolled for the full length of the course, select the Term. For example, this may be used if the student only needs one semester of a full year course.
Inclusion	Select the Inclusion check box if the student needs to be scheduled into an inclusion section as well as the primary section. When the student is scheduled, the system will look for sections that were set up with an inclusion section in Courses & Sections, and will only schedule the student into the section with an inclusion section attached. If there are no inclusion sections attached to the primary section, the student will not be scheduled into the course.
Alternate Course 1, Alternate Course 2, Alternate Course 3	<p>For each course request, up to three alternate course requests can be designated. If the primary course request cannot be scheduled, the system will try to schedule the Alternate Course 1. If the Alternate Course 1 cannot be scheduled, the system will try to schedule the Alternate Course 2, and so on.</p> <p>Note: When this feature is enabled, any previously entered course requests that were using the Elective Priority column will be migrated to use this new format. For example, if there was a course request with an Elective Priority of 1, another with an Elective Priority of 2, and another with an Elective Priority of 3, the course request with</p>

Field	Description
	the Elective Priority of 1 will become the primary course request, with the Elective Priority 2 course displaying in the Alternate Course 1 field and the Elective Priority 3 course displaying in the Alternate Course 2 column.
With Teacher, Without Teacher	If the student should be scheduled with or without a certain teacher, make the appropriate selections. Selections can only be made if sections have been created.
With Period, Without Period	<p>If the student prefers to take the course during or not during a specific period of the day, make the appropriate selections. Selections can only be made if sections have been created.</p> <p>Note: Invalid period options will display with an asterisk. For example, if a request was entered for a student with Period 3 selected in the With Period column, and later on the period 3 section was moved to a different period making period 3 no longer a valid option, *Period 3 will display in the With Period column for that request.</p>
Approved by Teacher	This is a read-only field. When using the "Teachers approve course requests" functionality, enabled by the system preference, this check box will be selected to indicate that the teacher approved the course request. If the "Teachers approve course requests" functionality is not enabled in System Preferences, this column will not display.
Last Modified	This is a read-only field that displays who last modified the course request, and the date and time.
ACR	This is a read-only field that indicates if the course request was added by the Automatic Course Requests function.

**!** Teacher and period restrictions can only be set on a request after sections for these courses have been built. It is advised to place as few restrictions as possible on requests.

6. Press **Enter** to add the row.

The request is added to the list.

Demographic Enrollment Schedule **Requests** Grades Absences Activities Referrals Test History Audit Trail Grad Communication SSS Choice Billing

Auto-Schedule this Student ☐ Include Inactive ☐ Courses For All Grade Levels

2 Requests And 2 Alternates  
1.00 Credits And 1.00 Units

Prior Primary School: 2023-2024 (Grade 09) Windy High School

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF Toggle Columns Save

	<input type="checkbox"/>	Course	Credits	Course #	Schedule First	Don't Schedule	Term	Inclusion	Alternate Course 1	Alternate Course 2	Alternate Course 3
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	2-D Studio Art 1 (010...		0101300	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Band 1 (1302300)	CHORUS 1 (1303300)	
	<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			

7. Continue adding course requests. Click **Save** when finished.

Demographic Enrollment Schedule **Requests** Grades Absences Activities Referrals Test History Audit Trail Grad Communication SSS Choice Billing

Auto-Schedule this Student ☐ Include Inactive ☐ Courses For All Grade Levels

7 Requests And 4 Alternates  
1.00 Credits And 1.00 Units

Prior Primary School: 2023-2024 (Grade 09) Windy High School

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF Toggle Columns Save

	<input type="checkbox"/>	Course	Credits	Course #	Schedule First	Don't Schedule	Term	Inclusion	Alternate Course 1	Alternate Course 2	Alternate Course 3
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	BASKETBALL (1503...		1503310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Weight Train 1 (1501...	TENNIS 1 (1504500)	
	<input type="checkbox"/>	CHEM 1 (2003340)		2003340	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	US HIST (2100310)		2100310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	GEO (1206310)		1206310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	Spanish 2 (0708350)		0708350	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	2-D Studio Art 1 (010...		0101300	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Band 1 (1302300)	CHORUS 1 (1303300)	
	<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			

**i** Above the requests table, the number of requests and alternates are displayed. The total number of credits and units requested are also displayed. The units are calculated based on the course length set on the course: Full Year is 1 unit; Semester is .5 units, etc. The credits for each course pull from the Course Catalog:

Florida: If there is a value in the Total Credit column in the Course Catalog for that school year, that value will display. If there is no value in the Total Credit column, then the value in the Credits per Course column will display (which pulls from the Course Code Directory for that school year). If there is no value in either the Total Credit column or the Credits per Course column, and there are no records for that school year in the Course Code Directory, then it will look to the Course Code Directory of the previous school year for a value. If there is no value found anywhere listed, then the request will display as 0 credits.

Texas: If there is a value in the Total Credit column in the Course Catalog for that school year, that value will display. If there is no value in the Total Credit column, then the value in the C022 for that school year will display. If there is no value in either the Total Credit column or the C022 for that course, and there are no records in the C022 for that school year, then it will look to the C022 of the previous year for a value. If there are no values found anywhere listed above, then that request will display as 0 credits.

Other states: It will only refer to the column Total Credit in the Course Catalog. If there is a value for that course in that school year, it will display that value next to the student request record. If there is no value, then the request will display as 0 credits.

7 Requests And 4 Alternates

6.50 Credits And 6.50 Units

Prior Primary School: 2023-2024 (Grade 09) Windy High School

Approved by Counselor:

Locked for Students:


Export

Filter: ON

Toggle Columns

Save

	Course	Credits	Course #	Schedule First	Don't Schedule	Term	Inclusion	Alternate Course 1	Alternate Course 2	Alternate Course 3
	Eng 2 (1001340)	1.00	1001340							
	2-D Studio Art 1 (010...	1.00	0101300					Band 1 (1302300)	CHORUS 1 (1303300)	
	Spanish 2 (0708350)	1.00	0708350							
	GEO (1206310)	1.00	1206310							
	US HIST (2100310)	1.00	2100310							
	CHEM 1 (2003340)	1.00	2003340							
	BASKETBALL (1503...	0.50	1503310					Weight Train 1 (1501...	TENNIS 1 (1504500)	

 A barcode scanner can be used to add course requests. In the blank row at the top of the screen, click the Course pull-down and then scan each course number one by one. The row is automatically submitted and saved after scanning each course number.

# Editing Requests

At the top of the screen, edit any of the course request fields as needed and click **Save**.

Auto-Schedule this Student

☐ Include Inactive

☐ Courses For All Grade Levels

7 Requests And 4 Alternates  
6.50 Credits And 6.50 Units

Prior Primary School: 2023-2024 (Grade 09) Windy High School

Approved by Counselor: ☐

Locked for Students: ☐

Export

Filter: ON

Toggle Columns

Save

		Course	Credits	Course #	Schedule First	Don't Schedule	Term	Inclusion	Alternate Course 1	Alternate Course 2	Alternate Course 3
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	2-D Studio Art 1 (010...	1.00	0101300	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	3-D Studio Art 2 (010...	CHORUS 1 (1303300)	
	<input type="checkbox"/>	Spanish 2 (0708350)	1.00	0708350	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	GEO (1206310)	1.00	1206310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	US HIST (2100310)	1.00	2100310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	CHEM 1 (2003340)	1.00	2003340	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	BASKETBALL (1503...	0.50	1503310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Weight Train 1 (1501...	TENNIS 1 (1504500)	

# Deleting Requests Individually

1. Click the red minus sign to the left of the request.

Demographic

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

Communication

SSS

Choice

Billing

Auto-Schedule this Student

☐ Include Inactive

☐ Courses For All Grade Levels

7 Requests And 4 Alternates  
6.50 Credits And 6.50 Units

Prior Primary School: 2023-2024 (Grade 09) Windy High School

Approved by Counselor: ☐

Locked for Students: ☐

Export

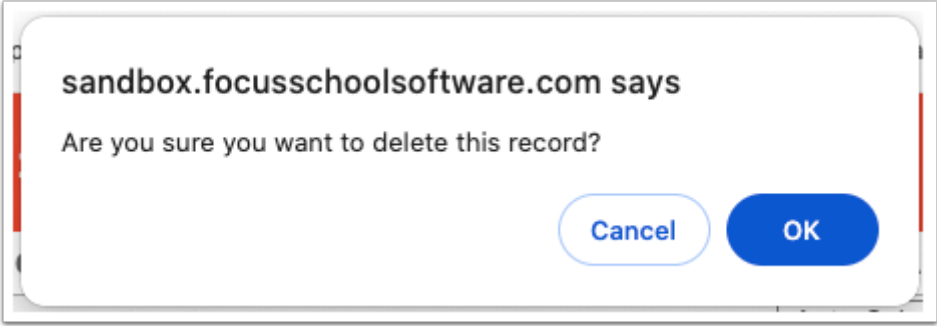
Filter: OFF

Toggle Columns

Save

	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	2-D Studio Art 1 (010...	1.00	0101300	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	3-D Studio Art 2 (010...	CHORUS 1 (1303300)	
	<input type="checkbox"/>	Spanish 2 (0708350)	1.00	0708350	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	GEO (1206310)	1.00	1206310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	US HIST (2100310)	1.00	2100310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	CHEM 1 (2003340)	1.00	2003340	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	BASKETBALL (1503...	0.50	1503310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Weight Train 1 (1501...	TENNIS 1 (1504500)	

2. In the confirmation message, click **OK**.



The row will be grayed out.

3. Click **Save** to complete deletion.

DemographicEnrollmentSchedule**Requests**GradesAbsencesActivitiesReferralsTest HistoryAudit TrailGradCommunicationSSSChoiceBilling

Auto-Schedule this Student☐ Include Inactive☐ Courses For All Grade Levels

7 Requests And 4 Alternates  
6.50 Credits And 6.50 Units

Prior Primary School: 2023-2024 (Grade 09) Windy High School

Approved by Counselor: ☐ Locked for Students: ☐

ExportFilter: OFFToggle ColumnsSave

<input type="checkbox"/>	Course	Credits	Course #	Schedule First	Don't Schedule	Term	Inclusion	Alternate Course 1	Alternate Course 2	Alternate Course 3
<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>	2-D Studio Art 1 (010...	1.00	0101300	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	3-D Studio Art 2 (010...	CHORUS 1 (1303300)	
<input type="checkbox"/>	Spanish 2 (0708350)	1.00	0708350	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>	GEO (1206310)	1.00	1206310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>	US HIST (2100310)	1.00	2100310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>	CHEM 1 (2003340)	1.00	2003340	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
<input type="checkbox"/>	BASKETBALL (1503...	0.50	1503310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Weight Train 1 (1501...	TENNIS 1 (1504500)	

## Deleting Multiple Requests

1. Select the check box next to each request to delete, or select the check box in the column header to select all the requests in the table.
2. Click **Delete Selected Requests** at the top of the screen.



Demographic
Enrollment
Schedule
**Requests**
Grades
Absences
Activities
Referrals
Test History
Audit Trail
Grad
Communication
SSS
Choice
Billing

Delete Selected Requests
Auto-Schedule this Student
☐ Include Inactive
☐ Courses For All Grade Levels

7 Requests And 4 Alternates  
6.50 Credits And 6.50 Units

Prior Primary School: 2023-2024 (Grade 09) Windy High School  
Approved by Counselor: ☐ Locked for Students: ☐

Export
Filter: OFF
Toggle Columns
Save

	<input checked="" type="checkbox"/>	Course	Credits	Course #	Schedule First	Don't Schedule	Term	Inclusion	Alternate Course 1	Alternate Course 2	Alternate Course 3
	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input checked="" type="checkbox"/>	Eng 2 (1001340)	1.00	1001340	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input checked="" type="checkbox"/>	2-D Studio Art 1 (010...	1.00	0101300	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	3-D Studio Art 2 (010...	CHORUS 1 (1303300)	
	<input checked="" type="checkbox"/>	Spanish 2 (0708350)	1.00	0708350	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input checked="" type="checkbox"/>	GEO (1206310)	1.00	1206310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input checked="" type="checkbox"/>	US HIST (2100310)	1.00	2100310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input checked="" type="checkbox"/>	CHEM 1 (2003340)	1.00	2003340	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input checked="" type="checkbox"/>	BASKETBALL (1503...	0.50	1503310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Weight Train 1 (1501...	TENNIS 1 (1504500)	

3. In the confirmation message, click **OK**.

sandbox.focusschoolsoftware.com says

Are you sure you want to delete the checked records?

CancelOK

The selected rows will be grayed out.

4. Click **Save** to complete deletion.

Demographic
Enrollment
Schedule
**Requests**
Grades
Absences
Activities
Referrals
Test History
Audit Trail
Grad
Communication
SSS
Choice
Billing

Auto-Schedule this Student
☐ Include Inactive
☐ Courses For All Grade Levels

7 Requests And 4 Alternates  
6.50 Credits And 6.50 Units

Prior Primary School: 2023-2024 (Grade 09) Windy High School  
Approved by Counselor: ☐ Locked for Students: ☐

Export
Filter: OFF
Toggle Columns
Save

	<input checked="" type="checkbox"/>	Course	Credits	Course #	Schedule First	Don't Schedule	Term	Inclusion	Alternate Course 1	Alternate Course 2	Alternate Course 3
	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input checked="" type="checkbox"/>	Eng 2 (1001340)	1.00	1001340	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input checked="" type="checkbox"/>	2-D Studio Art 1 (010...	1.00	0101300	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	3-D Studio Art 2 (010...	CHORUS 1 (1303300)	
	<input checked="" type="checkbox"/>	Spanish 2 (0708350)	1.00	0708350	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input checked="" type="checkbox"/>	GEO (1206310)	1.00	1206310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input checked="" type="checkbox"/>	US HIST (2100310)	1.00	2100310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input checked="" type="checkbox"/>	CHEM 1 (2003340)	1.00	2003340	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input checked="" type="checkbox"/>	BASKETBALL (1503...	0.50	1503310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Weight Train 1 (1501...	TENNIS 1 (1504500)	

# Auto-Scheduling the Student

The Auto-Schedule feature is used to schedule a student based on the course requests and available seats in sections.

1. Once all course requests have been entered for the student, click **Auto-Schedule this Student** at the top of the screen.

DemographicEnrollmentScheduleRequestsGradesAbsencesActivitiesReferralsTest HistoryAudit TrailGradCommunicationSSSChoiceBilling

Auto-Schedule this Student☐ Include Inactive☐ Courses For All Grade Levels

7 Requests And 4 Alternates  
6.50 Credits And 6.50 Units

Prior Primary School: 2023-2024 (Grade 09) Windy High School

Approved by Counselor: ☐ Locked for Students: ☐

ExportFilter: OFFToggle ColumnsSave

	<input type="checkbox"/>	Course	Credits	Course #	Schedule First	Don't Schedule	Term	Inclusion	Alternate Course 1	Alternate Course 2	Alternate Course 3
	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	2-D Studio Art 1 (010...	1.00	0101300	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	3-D Studio Art 2 (010...	CHORUS 1 (1303300)	
	<input type="checkbox"/>	Spanish 2 (0708350)	1.00	0708350	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	GEO (1206310)	1.00	1206310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	US HIST (2100310)	1.00	2100310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	CHEM 1 (2003340)	1.00	2003340	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			
	<input type="checkbox"/>	BASKETBALL (1503...	0.50	1503310	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Weight Train 1 (1501...	TENNIS 1 (1504500)	

Focus will attempt to schedule the student based on the course requests and available seats in sections, and the resulting schedule will display. All scheduled courses display in the schedule section of the screen, and any unscheduled courses display at the bottom of the screen in the Unscheduled Requests section.

✔ Finished  
85.71% of 7 requests filled.

Demographic Enrollment **Schedule** Requests Grades Absences Activities Referrals Test History Audit Trail Grad Communication SSS Choice Billing

Effective Date: August 12 2024 ☐ Include Inactive Courses

Print Schedule

Course List

Weekly Planner ☒ Show Florida Fields  
☐ Show Vocational/WDIS Fields

Save

Prior Primary School: 2023-2024 (Grade 09) Windy High School

7 Classes

Full Year Semester 1 Semester 2

Message

Customize Columns

Mass Update

Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term		Enrolled	Dropped	Exclude from FTE	FEFP Number	ELL Instructional Model	Class Minutes Weekly	FTE Estima
<input type="checkbox"/>	Eng 2	01 01 - 01000 -	1001340	01000	MTWHF	411	Full Year		Aug 12, 2024	-	✗	103 - 9-12 Basic	N/A	260	.0867
<input type="checkbox"/>	BASKETBALL	02 02 - 02000 -	1503310	02000	MTWHF	GYM	Semester 1		Aug 12, 2024	-	✗	103 - 9-12 Basic	N/A	260	.0867
<input type="checkbox"/>	BASKETBALL 2	02 02 - 02000 -	1503315	02000	MTWHF	GYM	Semester 2		Aug 12, 2024	-	✗	N/A	N/A	260	.0867

Search for a section to add

Any Subject  Course Number  Course Title  Section ID  Any Period  Any Teacher  Full Year  Search

1 Unscheduled Request

Auto-Schedule this Student

Search

Request	Available Seats	Sections	Has an Un-filled Alternate?	Teacher	Period
+ Spanish 2	210	7			

2. To manually add a section to the student's schedule for an unscheduled request, overriding the restrictions that prevented the student from being automatically scheduled, click on the request link under Search for a section to add.

Search for a section to add

Any Subject  Course Number  Course Title  Section ID  Any Period  Any Teacher  Full Year  Search

1 Unscheduled Request

Auto-Schedule this Student

Search

Request	Available Seats	Sections	Has an Un-filled Alternate?	Teacher	Period
+ Spanish 2	210	7			

3. In the pop-up window, click a section to add to the student's schedule.

# Student Schedule

Anthony, Vernon Dudley

00078990 - 11

Courses

View/Edit this Course

List Students in this Course

List Unfilled Requests in this Course

Search

14 Subjects

No Credit

Performing Fine Arts

Physical Education

Practical Arts

Science

Social Studies

Temp

Vocational

World Languages

4 Courses

Course

Course Num

AP SPANISH LANG & CU

AP SPANISH LIT & CU

SPANISH 1

SPANISH 2

0708400

0708410

0708340

0708350

6 Sections

Section

Available Seats

Period 1 - 003 - Mateo V Alanis

Period 2 - 004 - Mateo V Alanis

Period 3 - 002 - Mateo V Alanis

Period 5 - 005 - Mateo V Alanis

Period 6 - 001 - Mateo V Alanis

Period 7 - 007 - Mateo V Alanis

32

32

32

32

32

32

The selected section is added to the student's schedule.

i

After the student has a schedule and you want to auto-schedule the student again, you need to delete the existing schedule first.

## Students Entering Requests in the Student Portal

If students are allowed to enter their own course requests, students will do so from the Class Requests screen in the Student Portal. This procedure documents the student point of view when entering course requests.

i

Focus will review a student's grade history and schedule to determine prerequisite requirements.

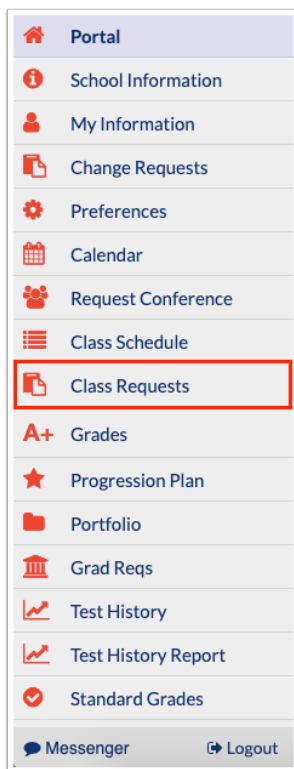
1. If a student is entering a course request for the next year and is currently scheduled into the prerequisite course this year, Focus will assume the student will pass the

course and meet the requirement. The student will not need a grade history record present.

2. For a grade record to meet the prerequisite, the student must have earned credit (i.e., the Credits Earned field cannot be 0), and the grade record must be flagged for Course History.

If the district leverages extra characters on course numbers, the system will match the course numbers exactly. For example, if the prerequisite is entered with an 8-digit course number, Focus will match the full 8-digit course number when comparing schedule and grade records. However, if the district enters a prerequisite with a 7-digit course number, Focus will only match the first 7 digits.

## 1. Click **Class Requests**.



Any requests already entered by administrative staff, teachers, or the student will be displayed in the table at the top of the screen. Requests entered by administrative staff or teachers will be locked from editing by the student.

2 Requests And 0 Alternates  
2.00 Credits And 2.00 Units

Approved by Counselor: No Locked for Students: No

Export

Filter: OFF

Toggle Columns

Save

<input type="checkbox"/>	Course	Credits	Course #	Term	Alternate Course 1	Alternate Course 2	Alternate Course 3	With Teacher	Without Teacher	With Period	Without Period	Last Modified
<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340									Weiss, Ashley Apr 10, 2024 11:11 AM
<input type="checkbox"/>	GEO (1206310)	1.00	1206310									Weiss, Ashley Apr 10, 2024 11:11 AM

Students can enter requests in the table at the top of the screen or by using the Quick List at the bottom of the screen. The Quick List is organized by graduation subject. If any requests have already been entered for a graduation subject, a green check mark will display next to the subject.

2. To enter requests using the Quick List, select a course from the pull-down next to the graduation requirement.

Save

Add a Request: Quick List

18 Requirements

Subject

Course(s)

English Language Arts	✓ <div></div>
Mathematics	<div></div>
Algebra I or equivalent	<div></div>
Geometry or equivalent	✓ <div></div>
Biology or equivalent or postsecondary course identified as a biology credit	<div></div>
Equally rigorous course that counts for science credit	<div></div>
World History	<div></div>
United States (American) History	US HIST (2100310) <div></div>
United States (American) Government	<div></div>
Economics	<div></div>
Practical Arts with artistic content	<div></div>
Performing Fine Arts	<div></div>
Physical Education	<div></div>
Personal Fitness	<div></div>
World (Foreign) Language Electives	<div></div>
Career & Technical (excluding courses coded PA)	<div></div>
Non Credit	<div></div>

3. After entering the requests in the Quick List, click **Save**.

Save

Add a Request: Quick List

**18 Requirements**

Subject

English Language Arts

Mathematics

Algebra I or equivalent

Geometry or equivalent

Biology or equivalent or postsecondary course identified as a biology credit

Equally rigorous course that counts for science credit

World History

United States (American) History

United States (American) Government

Economics

Practical Arts with artistic content

Performing Fine Arts

Physical Education

Personal Fitness

World (Foreign) Language Electives

Career & Technical (excluding courses coded PA)

Non Credit

Course(s)

✓

✓

CHEM 1 (2003340)

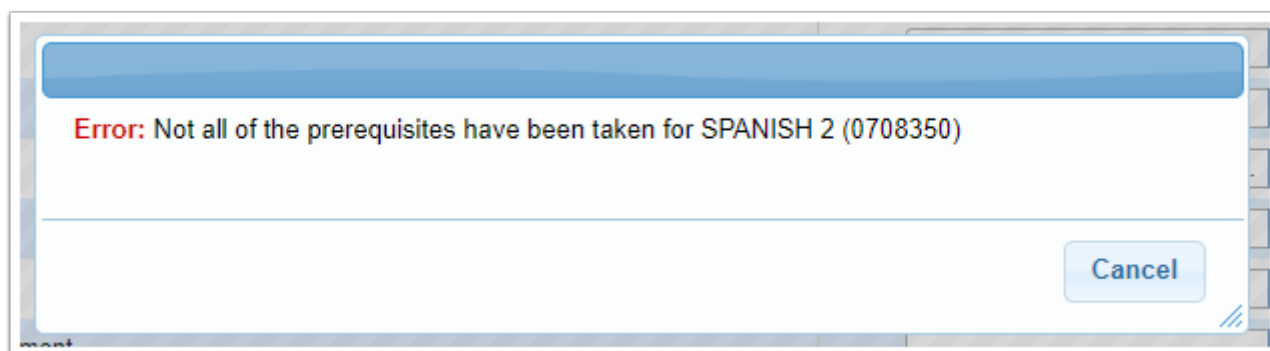
US HIST (2100310)

BASKETBALL (1503310)

Spanish 2 (0708350)

If an error is encountered, such as the prerequisites for a requested course have not been taken, a pop-up window will display with the error.

4. Click **Cancel** to close the message, and then change the request that caused the error. Click **Save**.



Once there are no errors, the requests are added to the table at the top of the screen.

6 Requests And 0 Alternates  
2.00 Credits And 2.00 Units

Export Filter: OFF Toggle Columns

Approved by Counselor: No Locked for Students: No

Save

	Course	Credits	Course #	Term	Alternate Course 1	Alternate Course 2	Alternate Course 3	With Teacher	Without Teacher	With Period	Without Period
<input type="checkbox"/>	<input type="text"/>				<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340		<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="checkbox"/>	GEO (1206310)	1.00	1206310		<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input checked="" type="checkbox"/>	CHEM 1 (2003340)		2003340		<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input checked="" type="checkbox"/>	US HIST (2100310)		2100310		<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input checked="" type="checkbox"/>	BASKETBALL (1503310)		1503310		<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input checked="" type="checkbox"/>	Spanish 2 (0708350)		0708350		<input type="text"/>	<input type="text"/>	<input type="text"/>				

5. To add alternate requests for a course, select a course in the **Alternate Course 1**, **Alternate Course 2**, and **Alternate Course 3** fields.

If a primary course request cannot be scheduled, the system will attempt to schedule the Alternate Course 1. If the Alternate Course 1 cannot be scheduled, the system will attempt to schedule the Alternate Course 2, and so on.

6 Requests And 2 Alternates  
2.00 Credits And 2.00 Units

Approved by Counselor: No Locked for Students: No

Export
Filter: OFF
Toggle Columns

☐

Course

Credits

Course #

Term

Alternate Course 1

Alternate Course 2

Alternate Course 3

With Teacher

Without Teacher

With Period

Without Period

<input type="checkbox"/>											
<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340								
<input type="checkbox"/>	GEO (1206310)	1.00	1206310								
<input checked="" type="checkbox"/>	CHEM 1 (2003340)		2003340								
<input checked="" type="checkbox"/>	US HIST (2100310)		2100310								
<input checked="" type="checkbox"/>	BASKETBALL (1503310)		1503310		Weight Train 1 (1501300)	PERS FIT (1501300)					
<input checked="" type="checkbox"/>	Spanish 2 (0708350)		0708350								

6. Click **Save** to add the course requests.

6 Requests And 2 Alternates  
2.00 Credits And 2.00 Units

Approved by Counselor: No Locked for Students: No

Export
Filter: OFF
Toggle Columns

☐

Course

Credits

Course #

Term

Alternate Course 1

Alternate Course 2

Alternate Course 3

With Teacher

Without Teacher

With Period

Without Period

<input type="checkbox"/>											
<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340								
<input type="checkbox"/>	GEO (1206310)	1.00	1206310								
<input checked="" type="checkbox"/>	CHEM 1 (2003340)		2003340								
<input checked="" type="checkbox"/>	US HIST (2100310)		2100310								
<input checked="" type="checkbox"/>	BASKETBALL (1503310)		1503310		Weight Train 1 (1501300)	PERS FIT (1501300)					
<input checked="" type="checkbox"/>	Spanish 2 (0708350)		0708350								

7. To add requests to the table at the top of the screen, select the **Course** to request in the blank row.

6 Requests And 2 Alternates  
2.00 Credits And 2.00 Units

Approved by Counselor: No Locked for Students: No

Export
Filter: OFF
Toggle Columns

☐

Course

Credits

Course #

Term

Alternate Course 1

Alternate Course 2

Alternate Course 3

With Teacher

Without Teacher

With Period

Without Period

<input type="checkbox"/>	CHORUS 1 (1303300)		1303300								
<input type="checkbox"/>											
<input checked="" type="checkbox"/>	CLASSICAL MYTHOLOGY (CLT1500)										
<input checked="" type="checkbox"/>	COLLEGE ALGEBRA (MAC1105)										
<input checked="" type="checkbox"/>	COLLEGE SUCCESS (SLS1101)										
<input checked="" type="checkbox"/>	COMPOSITION I (ENC1101)										
<input checked="" type="checkbox"/>	COMPUTER APPLICATION (CGS1570) - Z DE Courses										
<input checked="" type="checkbox"/>	COMPUTER APPLICATION (CGS1570) - Z DE Courses										
<input checked="" type="checkbox"/>	CONNECTION NETWORKS (CET2026)										
<input checked="" type="checkbox"/>	CONTEMP LITERATURE (LIT2090)										

8. Select an **Alternate Request 1**, **Alternate Request 2**, and **Alternate Request 3**, if desired.



6 Requests And 2 Alternates  
2.00 Credits And 2.00 Units

Approved by Counselor: No Locked for Students: No

Export Filter: OFF Toggle Columns Save

<input type="checkbox"/>	Course	Credits	Course #	Term	Alternate Course 1	Alternate Course 2	Alternate Course 3	With Teacher	Without Teacher	With Period	Without Period
<input type="checkbox"/>	CHORUS 1 (1303300)		1303300		2-D Studio Art 2 (010...	3-D Studio Art 2 (010...					
<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340								
<input type="checkbox"/>	GEO (1206310)	1.00	1206310								
<input type="checkbox"/>	CHEM 1 (2003340)		2003340								
<input type="checkbox"/>	US HIST (2100310)		2100310								
<input type="checkbox"/>	BASKETBALL (1503...		1503310		Weight Train 1 (1501...	PERS FIT (1501300)					
<input type="checkbox"/>	Spanish 2 (0708350)		0708350								

9. Press **Enter** to add the row.

7 Requests And 4 Alternates  
2.00 Credits And 2.00 Units

Approved by Counselor: No Locked for Students: No

Export Filter: OFF Toggle Columns Save

<input type="checkbox"/>	Course	Credits	Course #	Term	Alternate Course 1	Alternate Course 2	Alternate Course 3	With Teacher	Without Teacher	With Period	Without Period
<input type="checkbox"/>											
<input type="checkbox"/>	CHORUS 1 (1303300)		1303300		2-D Studio Art 2 (010...	3-D Studio Art 2 (010...					
<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340								
<input type="checkbox"/>	GEO (1206310)	1.00	1206310								
<input type="checkbox"/>	CHEM 1 (2003340)		2003340								
<input type="checkbox"/>	US HIST (2100310)		2100310								
<input type="checkbox"/>	BASKETBALL (1503...		1503310		Weight Train 1 (1501...	PERS FIT (1501300)					
<input type="checkbox"/>	Spanish 2 (0708350)		0708350								

10. Continue adding additional course requests as needed. Click **Save** to save the course requests.

7 Requests And 4 Alternates  
2.00 Credits And 2.00 Units

Approved by Counselor: No Locked for Students: No

Export Filter: OFF Toggle Columns Save

<input type="checkbox"/>	Course	Credits	Course #	Term	Alternate Course 1	Alternate Course 2	Alternate Course 3	With Teacher	Without Teacher	With Period	Without Period
<input type="checkbox"/>											
<input type="checkbox"/>	CHORUS 1 (1303300)		1303300		2-D Studio Art 2 (010...	3-D Studio Art 2 (010...					
<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340								
<input type="checkbox"/>	GEO (1206310)	1.00	1206310								
<input type="checkbox"/>	CHEM 1 (2003340)		2003340								
<input type="checkbox"/>	US HIST (2100310)		2100310								
<input type="checkbox"/>	BASKETBALL (1503...		1503310		Weight Train 1 (1501...	PERS FIT (1501300)					
<input type="checkbox"/>	Spanish 2 (0708350)		0708350								

11. To modify a request entered by the student, select a different **Course** or change the **Alternate Course 1**, **Alternate Course 2**, or **Alternate Course 3**. The rest of the fields cannot be edited by the student.

12. Click **Save**.

7 Requests And 4 Alternates  
6.50 Credits And 6.50 Units

Approved by Counselor: No Locked for Students: No

Export Filter: ON Toggle Columns Save

<input type="checkbox"/>	Course	Credits	Course #	Term	Alternate Course 1	Alternate Course 2	Alternate Course 3	With Teacher	Without Teacher	With Period	Without Period	Last Modified
<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340									Weiss, Ashley Apr 10, 2024 11:11 AM
<input type="checkbox"/>	GEO (1206310)	1.00	1206310									Weiss, Ashley Apr 10, 2024 11:11 AM
<input type="checkbox"/>	CHEM 1 (2003340)	1.00	2003340									Adams, Elodia Apr 10, 2024 11:20 AM
<input type="checkbox"/>	US HIST (2100310)	1.00	2100310									Adams, Elodia Apr 10, 2024 11:20 AM
<input type="checkbox"/>	BASKETBALL (1503310)	0.50	1503310		Weight Train 1 (1501300)	PERS FIT (1501300)						Adams, Elodia Apr 10, 2024 11:20 AM
<input type="checkbox"/>	Spanish 2 (0708350)	1.00	0708350									Adams, Elodia Apr 10, 2024 11:20 AM
<input type="checkbox"/>	CHORUS 1 (1303300)	1.00	1303300		2-D Studio Art 2 (0101300)	CERAMPOT 1 (0102300)						Adams, Elodia Apr 10, 2024 11:24 AM

13. To delete a request entered by the student, click the red minus sign next to the course.

7 Requests And 4 Alternates  
6.50 Credits And 6.50 Units

Approved by Counselor: No Locked for Students: No

Export Filter: OFF Toggle Columns Save

<input type="checkbox"/>	Course	Credits	Course #	Term	Alternate Course 1	Alternate Course 2	Alternate Course 3	With Teacher	Without Teacher	With Period	Without Period	Last Modified
<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340									Weiss, Ashley Apr 10, 2024 11:11 AM
<input type="checkbox"/>	GEO (1206310)	1.00	1206310									Weiss, Ashley Apr 10, 2024 11:11 AM
<input checked="" type="checkbox"/>	CHEM 1 (2003340)	1.00	2003340									Adams, Elodia Apr 10, 2024 11:20 AM
<input type="checkbox"/>	US HIST (2100310)	1.00	2100310									Adams, Elodia Apr 10, 2024 11:20 AM
<input type="checkbox"/>	BASKETBALL (1503310)	0.50	1503310		Weight Train 1 (1501300)	PERS FIT (1501300)						Adams, Elodia Apr 10, 2024 11:20 AM
<input type="checkbox"/>	Spanish 2 (0708350)	1.00	0708350									Adams, Elodia Apr 10, 2024 11:20 AM
<input type="checkbox"/>	CHORUS 1 (1303300)	1.00	1303300		2-D Studio Art 2 (0101300)	CERAMPOT 1 (0102300)						Adams, Elodia Apr 10, 2024 11:24 AM

14. In the confirmation message, click **OK**.

sandbox.focusschoolsoftware.com says

Are you sure you want to delete this record?

Cancel OK

The row will be grayed out.

15. Click **Save** to complete deletion.

7 Requests And 4 Alternates  
6.50 Credits And 6.50 Units

Approved by Counselor: No Locked for Students: No

Export Filter: OFF Toggle Columns Save

<input type="checkbox"/>	Course	Credits	Course #	Term	Alternate Course 1	Alternate Course 2	Alternate Course 3	With Teacher	Without Teacher	With Period	Without Period	Last Modified
<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340									Weiss, Ashley Apr 10, 2024 11:11 AM
<input type="checkbox"/>	GEO (1206310)	1.00	1206310									Weiss, Ashley Apr 10, 2024 11:11 AM
<input type="checkbox"/>	CHEM 1 (2003340)	1.00	2003340									Adams, Elodia Apr 10, 2024 11:20 AM
<input checked="" type="checkbox"/>	US HIST (2100310)	1.00	2100310									Adams, Elodia Apr 10, 2024 11:20 AM
<input type="checkbox"/>	BASKETBALL (1503310)	0.50	1503310		Weight Train 1 (1501300)	PERS FIT (1501300)						Adams, Elodia Apr 10, 2024 11:20 AM
<input type="checkbox"/>	Spanish 2 (0708350)	1.00	0708350									Adams, Elodia Apr 10, 2024 11:20 AM
<input type="checkbox"/>	CHORUS 1 (1303300)	1.00	1303300		2-D Studio Art 2 (0101300)	CERAMPOT 1 (0102300)						Adams, Elodia Apr 10, 2024 11:24 AM

16. To delete multiple requests, select the check box next to each request to delete.

6 Requests And 4 Alternates  
6.50 Credits And 6.50 Units

Delete Selected Requests

Approved by Counselor: No Locked for Students: No

Export

Filter: OFF

Toggle Columns

Save

<input type="checkbox"/>	Course	Credits	Course #	Term	Alternate Course 1	Alternate Course 2	Alternate Course 3	With Teacher	Without Teacher	With Period	Without Period	Last Modified
<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340									Weiss, Ashley Apr 10, 2024 11:11 AM
<input type="checkbox"/>	GEO (1206310)	1.00	1206310									Weiss, Ashley Apr 10, 2024 11:11 AM
<input checked="" type="checkbox"/>	US HIST (2100310)	1.00	2100310									Adams, Elodia Apr 10, 2024 11:20 AM
<input type="checkbox"/>	BASKETBALL (1503310)	0.50	1503310		Weight Train 1 (1501310)	PERS FIT (1501300)						Adams, Elodia Apr 10, 2024 11:20 AM
<input checked="" type="checkbox"/>	Spanish 2 (0708350)	1.00	0708350									Adams, Elodia Apr 10, 2024 11:20 AM
<input type="checkbox"/>	CHORUS 1 (1303300)	1.00	1303300		2-D Studio Art 2 (0101310)	CERAMPOT 1 (0102310)						Adams, Elodia Apr 10, 2024 11:24 AM

17. Click **Delete Selected Requests** at the top-right corner of the screen.

6 Requests And 4 Alternates  
6.50 Credits And 6.50 Units

Delete Selected Requests

Approved by Counselor: No Locked for Students: No

Export

Filter: OFF

Toggle Columns

Save

<input type="checkbox"/>	Course	Credits	Course #	Term	Alternate Course 1	Alternate Course 2	Alternate Course 3	With Teacher	Without Teacher	With Period	Without Period	Last Modified
<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340									Weiss, Ashley Apr 10, 2024 11:11 AM
<input type="checkbox"/>	GEO (1206310)	1.00	1206310									Weiss, Ashley Apr 10, 2024 11:11 AM
<input checked="" type="checkbox"/>	US HIST (2100310)	1.00	2100310									Adams, Elodia Apr 10, 2024 11:20 AM
<input type="checkbox"/>	BASKETBALL (1503310)	0.50	1503310		Weight Train 1 (1501310)	PERS FIT (1501300)						Adams, Elodia Apr 10, 2024 11:20 AM
<input checked="" type="checkbox"/>	Spanish 2 (0708350)	1.00	0708350									Adams, Elodia Apr 10, 2024 11:20 AM
<input type="checkbox"/>	CHORUS 1 (1303300)	1.00	1303300		2-D Studio Art 2 (0101310)	CERAMPOT 1 (0102310)						Adams, Elodia Apr 10, 2024 11:24 AM

18. In the confirmation message, click **OK**.

sandbox.focusschoolsoftware.com says

Are you sure you want to delete the checked records?

Cancel

OK

The selected rows will be grayed out.

19. Click **Save** to complete deletion.

6 Requests And 4 Alternates  
6.50 Credits And 6.50 Units

Approved by Counselor: No Locked for Students: No

Export

Filter: OFF

Toggle Columns

Save

<input type="checkbox"/>	Course	Credits	Course #	Term	Alternate Course 1	Alternate Course 2	Alternate Course 3	With Teacher	Without Teacher	With Period	Without Period	Last Modified
<input type="checkbox"/>	Eng 2 (1001340)	1.00	1001340									Weiss, Ashley Apr 10, 2024 11:11 AM
<input type="checkbox"/>	GEO (1206310)	1.00	1206310									Weiss, Ashley Apr 10, 2024 11:11 AM
<input checked="" type="checkbox"/>	US HIST (2100310)	1.00	2100310									Adams, Elodia Apr 10, 2024 11:20 AM
<input type="checkbox"/>	BASKETBALL (1503310)	0.50	1503310		Weight Train 1 (1501310)	PERS FIT (1501300)						Adams, Elodia Apr 10, 2024 11:20 AM
<input checked="" type="checkbox"/>	Spanish 2 (0708350)	1.00	0708350									Adams, Elodia Apr 10, 2024 11:20 AM
<input type="checkbox"/>	CHORUS 1 (1303300)	1.00	1303300		2-D Studio Art 2 (0101310)	CERAMPOT 1 (0102310)						Adams, Elodia Apr 10, 2024 11:24 AM

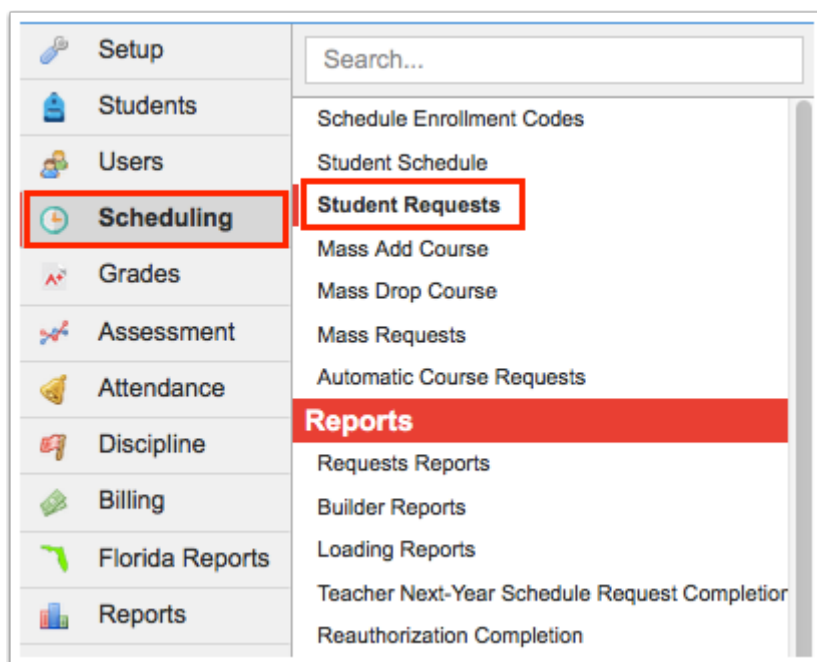
 Students cannot modify or delete requests entered by administrative staff or teachers.

## Using the Prior Version of the Student Requests Screen (Elective Priority)

### Adding Requests Using the Quick List

The Quick List is organized by graduation subject (if graduation subjects are set up by the district), and allows you to quickly add requests for each requirement and select multiple choices. If progression plans are set up, then the student's assigned progression plan drives the courses available for selection.

1. In the **Scheduling** menu, click **Student Requests**.



2. In the Search Screen, enter search criteria to locate the student and click **Search**.

 See [Searching for Students](#) for detailed instructions on the various ways to search for students.

Student Group

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment



[Use Legacy Search](#)

3. In the search results, click the student's name.

Search Screen
Simple List
**Customized List**
Customize Student List

Student: acosta

2 Students

Photo	Student	Student ID	Grade
	Acosta, Dexter D	00086685	10
	Acosta, Harry P	00058780	10

**i** Any requests already entered by the student, teacher, or administrator are listed at the top of the screen. In the Add a Request: Quick List section of the screen, any requirements that already have requests entered will have a green check in the Course/Elective Priority column.

Demographic
Enrollment
Schedule
**Requests**
Grades
Absences
Activities
Referrals
Test History
Audit Trail
Grad
ISP Page
Files
SSS
Choice
Billing

☐ Include Inactive
☐ Courses For All Grade Levels

**1 Request And 0 Alternates**  
**0.00 Credits And 1.00 Units**

Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041

Approved by Counselor: ☐ Locked for Students: ☐

Filter: OFF

	Course	Credits	Course #	Schedule First	Elective Priority	Term	Inclusion	With Teacher	Without Teacher	With Period	Without Period	Ap
<input type="checkbox"/>	<input type="text"/>			<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	ENG 2 (1001340)	0.00	1001340	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Add a Request: Quick List

21 Requirements

Subject	Course / Elective Priority
English	<input checked="" type="checkbox"/> <input type="text"/>
Math	<input type="text"/>
Science	<input type="text"/>
Equally Rigorous course that counts for Science credits	<input type="text"/>
World History	<input type="text"/>
US History	<input type="text"/>

💡 If grade levels have been set on courses, only courses available to the student's grade level are available for selection. To add requests regardless of the grade levels set on the course, select the **Courses for All Grade Levels** check box at the top-right corner of the screen.

Demographic Enrollment Schedule **Requests** Grades Absences Activities Referrals Test History Audit Trail Grad ISP Page Files SSS Choice Billing Search...

☐ Auto-Schedule this Student ☐ Include Inactive ☐ **Courses For All Grade Levels**

**1 Request And 0 Alternates**  
**0.00 Credits And 1.00 Units**

Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF

<input type="checkbox"/>	Course	Credits	Course #	Schedule First	Elective Priority	Term	Inclusion	With Teacher	Without Teacher	With Period	Without Period	Ap
<input type="checkbox"/>	ENG 2 (1001340)	0.00	1001340	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. To add a request for a subject area, select the course from the pull-down. One or multiple courses can be selected.

**Add a Request: Quick List**

21 Requirements

Subject	Courses
English	<input type="checkbox"/>
Math	<input checked="" type="checkbox"/>
Science	<input type="checkbox"/>
Equally Rigorous course that counts for Science credits	<input type="checkbox"/>
World History	<input type="checkbox"/>
US History	<input type="checkbox"/>
American Government	<input type="checkbox"/>

**Math Course Selection List:**

- ☐ ACCESS ALGEBRA 1A (7912080)
- ☐ ACCESS LIB ARTS MATH (7912070)
- ☐ ALG 1-A (1200370)
- ☐ ALG 2 (1200330)
- ☒ ALG 2 HON (1200340)
- ☐ ANALYSIS OF FUNC HON (1201315)
- ☐ AP CALCULUS AB (1202310)
- ☐ AP CALCULUS BC (1202320)
- ☐ AP STAT (1210320)
- ☐ COLLEGE ALGEBRA (MAC1105)

Filter:

[Check all visible](#) [Clear selected](#)

💡 To quickly locate a course in the list, begin typing the course name or number in the Filter field at the top of the pull-down. Matching courses will display in the list for selection.

ALG 1-A (1200370)

ALG 2 (1200330)

ALG 2 HON (1200340)

ACCESS ALGEBRA 1A (7912080)

COLLEGE ALGEBRA (MAC1105)

Financial Algebra (1200387)

ANALYSIS OF FUNC HON (1201315)

AP CALCULUS AB (1202310)

AP CALCULUS BC (1202320)

LIBERAL ARTS MA (MGF1106)

alg

[Check all visible](#) [Clear selected](#)

5. For electives, enter the **Elective Priority**.

Electives

EXEC INTERN 1 (0500300) 2

AVID 3 (1700410) 1

CRIT THINK ST SKLS (170... 3

Entering a 1 ensure the elective is scheduled at the same level as core courses. Electives with a 2 or higher will only be scheduled if the course with an elective priority of 1 is not scheduled. Leaving the elective priority blank indicates the course is a core or non-elective course, but if this is left blank, then alternative requests will not be looked at.

6. To enter an additional elective course request beyond the spaces provided, click the green plus icon and enter the additional requests.

Electives

EXEC INTERN 1 (0500300) 2

AVID 3 (1700410) 1

CRIT THINK ST SKLS (170... 3

JOURN 7 HON (1006333) 4

**i** Some schools will have an Elective category with only one pull-down available, but multiple courses can be selected in the pull-down. Once the requests are saved, the elective priority can be added at the top of the screen.

7. Once the course selections have been made, click **Save**.

Save

Add a Request: Quick List

21 Requirements

⌵

Subject	Course / Elective Priority
English	<span style="color: green;">✔</span> <span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>
Math	ALG 2 (1200330) <span style="float: right;">⌵</span>
Science	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>
Equally Rigorous course that counts for Science credits	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>
World History	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>
US History	US HIST (2100310) <span style="float: right;">⌵</span>
American Government	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>
Economics	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>
Algebra 1	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>
Geometry	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>
Biology	BIO 1 (2000310) <span style="float: right;">⌵</span>
World Languages	SPANISH 2 (0708350) <span style="float: right;">⌵</span>
Approved Practical/ Performing Fine Arts	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>
Practical Arts	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>
Physical Education	WEIGHT TRAIN 1 (1501340) <span style="float: right;">⌵</span>
Hope	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>
Vocational	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>

The course requests are added to the table at the top of the screen.

Demographic Enrollment Schedule **Requests** Grades Absences Activities Referrals Test History Audit Trail Grad ISP Page Files SSS Choice Billing

Search...

➔

**7 Requests And 2 Alternates**  
**7.00 Credits And 7.00 Units**

Auto-Schedule this Student ☐ Include Inactive ☐ Courses For All Grade Levels

Export

Filter: OFF

	Course ⌵	Credits ⌵	Course # ⌵	Schedule First ⌵	Elective Priority ⌵	Term ⌵	Inclusion ⌵	With Teacher	Without Teacher	With Period ⌵	Without Period ⌵	Appro
	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>			<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;"> </span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>
⊞	ENG 2 (1001340) <span style="float: right;">⌵</span>	1.00	1001340 <span style="font-size: 0.8em;">ⓘ</span>	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;"> </span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>
⊞	ALG 2 (1200330) <span style="float: right;">⌵</span>	1.00	1200330 <span style="font-size: 0.8em;">ⓘ</span>	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;"> </span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>
⊞	US HIST (2100310) <span style="float: right;">⌵</span>	1.00	2100310 <span style="font-size: 0.8em;">ⓘ</span>	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;"> </span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>
⊞	BIO 1 (2000310) <span style="float: right;">⌵</span>	1.00	2000310 <span style="font-size: 0.8em;">ⓘ</span>	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;"> </span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>
⊞	SPANISH 2 (0708350) <span style="float: right;">⌵</span>	1.00	0708350 <span style="font-size: 0.8em;">ⓘ</span>	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;"> </span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>
⊞	WEIGHT TRAIN 1 (1... <span style="float: right;">⌵</span>	1.00	1501340 <span style="font-size: 0.8em;">ⓘ</span>	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;"> </span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>
⊞	2-D STUDIO ART 2 (... <span style="float: right;">⌵</span>	1.00	0101310 <span style="font-size: 0.8em;">ⓘ</span>	<input type="checkbox"/>	1	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>
⊞	BAND 2 (1302310) <span style="float: right;">⌵</span>	1.00	1302310 <span style="font-size: 0.8em;">ⓘ</span>	<input type="checkbox"/>	2	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>
⊞	CHORUS 1 (1303300) <span style="float: right;">⌵</span>	1.00	1303300 <span style="font-size: 0.8em;">ⓘ</span>	<input type="checkbox"/>	3	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<span style="border: 1px solid #ccc; padding: 2px;"> </span> <span style="float: right;">⌵</span>	<input type="checkbox"/>

! If a course is requested that a student is currently taking or has already taken, or has already been requested, a warning message will display stating that there is a conflict with the chosen course. You can continue to add the request if the student has to repeat the course or if it is a course the student can take for multiple periods/credits (e.g. OJT or study hall), or you can cancel the request.

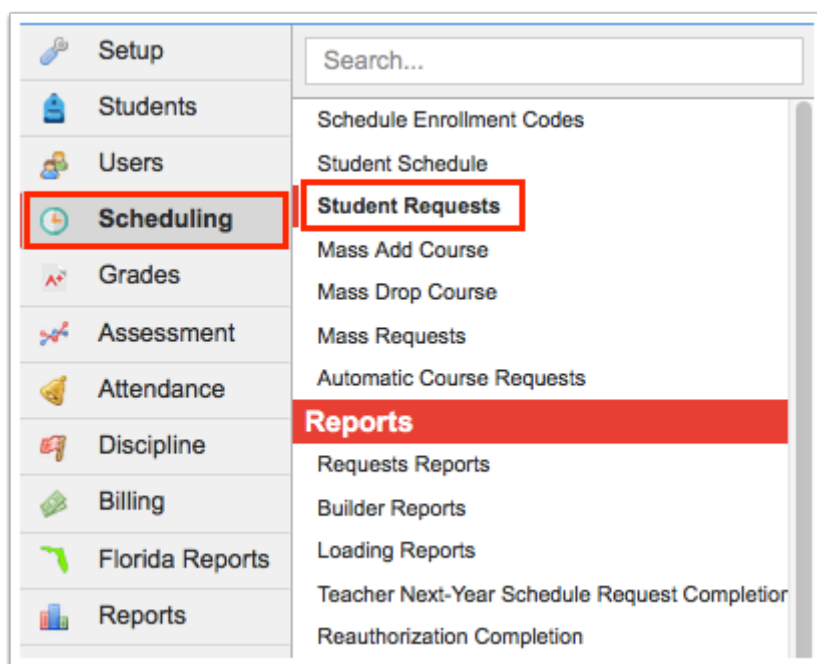


- i** If you have requested a course in any of the core subject groups (Math, Science, Social Studies, or English) on the behalf of a student, the student cannot request a course in the same subject group. If the student tries to request a course in the same subject group via the Student Portal, he/she will receive an error message.

## Adding Requests at the Top of the Student Requests Screen

Course requests can be entered directly in the table at the top of the screen.

1. In the **Scheduling** menu, click **Student Requests**.



2. In the Search Screen, enter search criteria to locate the student and click **Search**.

- i** See [Searching for Students](#) for detailed instructions on the various ways to search for students.

Student Group

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

[Use Legacy Search](#)

3. In the search results, click the student's name.

Search Screen	Simple List	<b>Customized List</b>	Customize Student List
Student: acosta			
2 Students			
Photo	Student	Student ID	Grade
	Acosta, Dexter D	00086685	10
	Acosta, Harry P	00058780	10

**i** Any requests already entered by the student, teacher, or administrator are listed at the top of the screen. In the Add a Request: Quick List section of the screen, any requirements that already have requests entered will have a green check in the Course/Elective Priority column.

Demographic Enrollment Schedule **Requests** Grades Absences Activities Referrals Test History Audit Trail Grad ISP Page Files SSS Choice Billing

☐ Include Inactive
☐ Courses For All Grade Levels

**1 Request And 0 Alternates**  
**1.00 Credits And 1.00 Units**

**Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041**

Approved by Counselor: ☐ Locked for Students: ☐

<input type="checkbox"/>	Course	Credits	Course #	Schedule First	Elective Priority	Term	Inclusion	With Teacher	Without Teacher	With Period	Without Period	Appro
<input type="checkbox"/>	ENG 2 (1001340)	1.00	1001340	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Add a Request: Quick List**

**21 Requirements**

Subject	Course / Elective Priority
English	<input checked="" type="checkbox"/> <input type="text"/>
Math	<input type="text"/>
Science	<input type="text"/>
Equally Rigorous course that counts for Science credits	<input type="text"/>

4. In the blank row at the top of the table, select the **Course**.

Demographic Enrollment Schedule **Requests** Grades Absences Activities Referrals Test History Audit Trail Grad ISP Page Files SSS Choice Billing Search... →

Auto-Schedule this Student ☐ Include Inactive ☐ Courses For All Grade Levels

1 Request And 0 Alternates  
1.00 Credits And 1.00 Units

Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF

<input type="checkbox"/>	Course ↓	Credits ↓	Course # ↓	Schedule First ↓	Elective Priority ↓	Term ↓	Inclusion ↓	With Teacher	Without Teacher	With Period ↓	Without Period ↓	Appro
<input type="checkbox"/>	<input type="text" value="Filter"/>			<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value="Filter"/>			<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2-D STUDIO ART 1 (0101300)  
2-D STUDIO ART 2 (0101310)  
2-D STUDIO ART 3 HON (0101320)  
3-D STUDIO ART 1 (0101330)  
3-D STUDIO ART 2 (0101340)  
3-D STUDIO ART 3 HON (0101350)  
ACCESS ALGEBRA 1A (7912080)  
ACCESS ALGEBRA 1B (7912090)  
ACCESS BIOLOGY 1 (7920015)

Add a Request

21 Requirement

Subject ACCESS ALGEBRA 1A (7912080)  
English ACCESS ALGEBRA 1B (7912090)  
ACCESS BIOLOGY 1 (7920015)

Course / Elective Priority


✓

Save

💡 To quickly locate a course in the list, begin typing the course name or number in the Filter field at the top of the pull-down. Matching courses will display in the list for selection.

Course ↓	Credits ↓	Course # ↓	Scl Fir
<input type="text" value="chem"/>			
CHEM 1 (2003340)			
<b>CHEM 1 HON (2003350)</b>			
AP CHEM (2003370)			
GEN CHEM 1 (CHM1045)			
GEN CHEM 1 LAB (CHM1045L)			
EMERG MED RESP 3 (8417171HE)			
CHORUS 1 (1303300)			
CHORUS 2 (1303310)			
CHORUS 3 (1303320)			
CHORUS 4 (1303330)			

The Course # will auto-populate based on the selected course.



Demographic Enrollment Schedule **Requests** Grades Absences Activities Referrals Test History Audit Trail Grad ISP Page Files SSS Choice Billing Search... 

Auto-Schedule this Student ☐ Include Inactive ☐ Courses For All Grade Levels

**1 Request And 0 Alternates**  
**2.00 Credits And 2.00 Units**

Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041

Approved by Counselor: ☐ Locked for Students: ☐

Export   Filter: OFF

<input type="checkbox"/>	Course	Credits	Course #	Schedule First	Elective Priority	Term	Inclusion	With Teacher	Without Teacher	With Period	Without Period	Appro
<input type="checkbox"/>	BIO 1 (2000310)		2000310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	ENG 2 (1001340)	1.00	1001340	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**!** If a course is requested that a student is currently taking or has already taken, or has already been requested, a warning message will display stating that there is a conflict with the chosen course. You can continue to add the request if the student has to repeat the course or if it is a course the student can take for multiple periods/credits (e.g. OJT or study hall), or you can cancel the request.

**i** If you have requested a course in any of the core subject groups (Math, Science, Social Studies, or English) on the behalf of a student, the student cannot request a course in the same subject group. If the student tries to request a course in the same subject group via the Student Portal, he/she will receive an error message.

## 5. Enter the rest of the fields as needed:

Field	Description
Credits	<p>This is a read-only field. The credits for the course will auto-populate after adding the request if defined in the Course Catalog.</p> <p>Florida: If there is a value in the Total Credit column in the Course Catalog for that school year, that value will display. If there is no value in the Total Credit column, then the value in the Credits per Course column will display (which pulls from the Course Code Directory for that school year). If there is no value in either the Total Credit column or the Credits per Course column, and there are no records for that school year in the Course Code Directory, then it will look to the Course</p>

Field	Description
	<p>Code Directory of the previous school year for a value. If there is no value found anywhere listed, then the request will display as 0 credits.</p> <p>Texas: If there is a value in the Total Credit column in the Course Catalog for that school year, that value will display. If there is no value in the Total Credit column, then the value in the C022 for that school year will display. If there is no value in either the Total Credit column or the C022 for that course, and there are no records in the C022 for that school year, then it will look to the C022 of the previous year for a value. If there are no values found anywhere listed above, then that request will display as 0 credits.</p> <p>Other states: It will only refer to the column Total Credit in the Course Catalog. If there is a value for that course in that school year, it will display that value next to the student request record. If there is no value, then the request will display as 0 credits.</p>
Schedule First	Select the check box if the Scheduler should attempt to schedule this request first before all other requests not marked as "Schedule First."
Elective Priority	Enter the elective priority for the request for elective courses. Entering a 1 ensures the elective is scheduled at the same level as core courses. Electives with a 2 or higher will only be scheduled if the course with an elective priority of 1 is not scheduled. Leaving the elective priority blank indicates the course is a core course or an elective course where you do not want an alternative to be scheduled, but if this is left blank, then alternative requests will not be looked at.
Term	If a student will not be enrolled for the full length of the course, select the Term. For example, this may be used if the student only

Field	Description
	needs one semester of a full year course.
Inclusion	Select the Inclusion check box if the student needs to be scheduled into an inclusion section as well as the primary section. When the student is scheduled, the system will look for sections that were set up with an inclusion section in Courses & Sections, and will only schedule the student into the section with an inclusion section attached. If there are no inclusion sections attached to the primary section, the student will not be scheduled into the course.
With Teacher, Without Teacher	If the student should be scheduled with or without a certain teacher, make the appropriate selections. Selections can only be made if sections have been created.
With Period, Without Period	<p>If the student prefers to take the course during or not during a specific period of the day, make the appropriate selections. Selections can only be made if sections have been created.</p> <p>Note: Invalid period options will display with an asterisk. For example, if a request was entered for a student with Period 3 selected in the With Period column, and later on the period 3 section was moved to a different period making period 3 no longer a valid option, *Period 3 will display in the With Period column for that request.</p>
Approved by Teacher	This is a read-only field. When using the "Teachers approve course requests" functionality, enabled by the system preference, this check box will be selected to indicate that the teacher approved the course request. If the "Teachers approve course requests" functionality is not enabled in System Preferences, this column will not display.
Last Modified	This is a read-only field that displays who last modified the course request, and the date

Field	Description
	and time.
ACR	This is a read-only field that indicates if the course request was added by the Automatic Course Requests function.

**!** Teacher and period restrictions can only be set on a request after sections for these courses have been built. It is advised to place as few restrictions as possible on requests.

6. Press **Enter** when finished.

The request is added to the list and is auto-saved.

Demographic Enrollment Schedule **Requests** Grades Absences Activities Referrals Test History Audit Trail Grad ISP Page Files SSS Choice Billing Search...

Auto-Schedule this Student ☐ Include Inactive ☐ Courses For All Grade Levels

2 Requests And 0 Alternates  
2.00 Credits And 2.00 Units

Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF

	<input type="checkbox"/>	Course	Credits	Course #	Schedule First	Elective Priority	Term	Inclusion	With Teacher	Without Teacher	With Period	Without Period	Appro
	<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	BIO 1 (2000310)		2000310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	ENG 2 (1001340)	1.00	1001340	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**i** Above the requests table, the number of requests and alternates are displayed. Alternates are requests that have an elective priority of 2 or higher. The total number of credits and units requested are also displayed. The units are calculated based on the course length set on the course: Full Year is 1 unit; Semester is .5 units, etc. The credits for each course pull from the Course Catalog:

Florida: If there is a value in the Total Credit column in the Course Catalog for that school year, that value will display. If there is no value in the Total Credit column, then the value in the Credits per Course column will display (which pulls from the Course Code Directory for that school year). If there is no value in either the Total Credit column or the Credits per Course column, and there are no records for that school year in the Course Code Directory, then it will look to the Course Code Directory of the previous school year for a value. If there is no value found anywhere listed, then the request will display as 0 credits.

Texas: If there is a value in the Total Credit column in the Course Catalog for that school year, that value will display. If there is no value in the Total Credit column, then the value in the C022 for that school year will display. If there is no value in either the Total Credit column or the C022 for that course, and there are no records in the C022 for that school year, then it will look to the C022 of the previous year for a value. If there are no values found anywhere listed above, then that request will display as 0 credits.

Other states: It will only refer to the column Total Credit in the Course Catalog. If there is a value for that course in that school year, it will display that value next to the student request record. If there is no value, then the request will display as 0 credits.


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☐ Include Inactive
☐ Courses For All Grade Levels

2 Requests And 0 Alternates  
2.00 Credits And 2.00 Units

Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041  
Approved by Counselor: ☐ Locked for Students: ☐

	<input type="checkbox"/>	Course ↕	Credits ↕	Course # ↕	Schedule First ↕	Elective Priority ↕	Term ↕	Inclusion ↕	With Teacher	Without Teacher	With Period ↕	Without Period ↕	Appro
	<input type="checkbox"/>	<input type="text" value=""/>			<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
	<input type="checkbox"/>	BIO 1 (2000310)		2000310	<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>
	<input type="checkbox"/>	ENG 2 (1001340)	1.00	1001340	<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>

 A barcode scanner can be used to add course requests. In the blank row at the top of the screen, click the Course pull-down and then scan each course number one by one. The row is automatically submitted and saved after scanning each course number.

## Editing Requests

At the top of the screen, edit any of the course request fields as needed and then press **Tab** or click out of the field.



	<input type="checkbox"/>	BAND 3 (1302320P)	1.0	1302320P		<input type="checkbox"/>						
	<input type="checkbox"/>	CREATIVE PHOTO ...	1.0	0108330		<input type="checkbox"/>	1					
	<input type="checkbox"/>	CULINARY ARTS 3 (...)	1.0	8800530		<input type="checkbox"/>	2					
	<input type="checkbox"/>	WEIGHT TRAIN 3 (1...	0.5	1501360		<input type="checkbox"/>	3					

The changes are auto-saved.

## Deleting Requests Individually

1. Click the red minus sign to the left of the request.

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Search...

Auto-Schedule this Student
☐ Include Inactive
☐ Courses For All Grade Levels

7 Requests And 2 Alternates  
7.00 Credits And 7.00 Units

Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041

Approved by Counselor: ☐ Locked for Students: ☐

Export
Filter: OFF

<input type="checkbox"/>	Course	Credits	Course #	Schedule First	Elective Priority	Term	Inclusion	With Teacher	Without Teacher	With Period	Without Period	Appro
	ENG 2 (1001340)	1.00	1001340				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ALG 2 (1200330)	1.00	1200330				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	US HIST (2100310)	1.00	2100310				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BIO 1 (2000310)	1.00	2000310				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SPANISH 2 (0708350)	1.00	0708350				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	WEIGHT TRAIN 1 (1...	1.00	1501340				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2-D STUDIO ART 2 (...)	1.00	0101310		1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BAND 2 (1302310)	1.00	1302310		2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	CHORUS 1 (1303300)	1.00	1303300		3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. In the confirmation message, click **OK**.

sandbox.focusschoolsoftware.com says

Are you sure you want to delete this record?

Cancel
OK

## Deleting Multiple Requests

1. Select the check box next to each request to delete, or select the check box in the column header to select all the requests in the table.
2. Click **Delete Selected Requests** at the top of the screen.

Demographic Enrollment Schedule **Requests** Grades Absences Activities Referrals Test History Audit Trail Grad ISP Page Files SSS Choice Billing Search...

**Delete Selected Requests** Auto-Schedule this Student ☐ Include Inactive ☐ Courses For All Grade Levels

7 Requests And 2 Alternates  
7.00 Credits And 7.00 Units

Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF

<input checked="" type="checkbox"/>	Course	Credits	Course #	Schedule First	Elective Priority	Term	Inclusion	With Teacher	Without Teacher	With Period	Without Period	Appro
<input checked="" type="checkbox"/>	ENG 2 (1001340)	1.00	1001340	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	ALG 2 (1200330)	1.00	1200330	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	US HIST (2100310)	1.00	2100310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	BIO 1 (2000310)	1.00	2000310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	SPANISH 2 (0708350)	1.00	0708350	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	WEIGHT TRAIN 1 (1501340)	1.00	1501340	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2-D STUDIO ART 2 (0101310)	1.00	0101310	<input type="checkbox"/>	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	BAND 2 (1302310)	1.00	1302310	<input type="checkbox"/>	2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	CHORUS 1 (1303300)	1.00	1303300	<input type="checkbox"/>	3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. In the confirmation message, click **OK**.

sandbox.focusschoolsoftware.com says

Are you sure you want to delete the checked records?

Cancel OK

## Auto-Scheduling the Student

The Auto-Schedule feature is used to schedule a student based on the course requests and available seats in sections.

1. Once all course requests have been entered for the student, click **Auto-Schedule this Student** at the top of the screen.

Demographic
Enrollment
Schedule
**Requests**
Grades
Absences
Activities
Referrals
Test History
Audit Trail
Grad
ISP Page
Files
SSS
Choice
Billing
Search...

Auto-Schedule this Student
☐ Include Inactive
☐ Courses For All Grade Levels

7 Requests And 2 Alternates  
7.00 Credits And 7.00 Units

Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041

Approved by Counselor: ☐ Locked for Students: ☐

Export
Filter: OFF

	<input type="checkbox"/>	Course	Credits	Course #	Schedule First	Elective Priority	Term	Inclusion	With Teacher	Without Teacher	With Period	Without Period	Appro
	<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	ENG 2 (1001340)	1.00	1001340	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	ALG 2 (1200330)	1.00	1200330	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	US HIST (2100310)	1.00	2100310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	BIO 1 (2000310)	1.00	2000310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	SPANISH 2 (0708350)	1.00	0708350	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	WEIGHT TRAIN 1 (1...	1.00	1501340	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	2-D STUDIO ART 2 (...)	1.00	0101310	<input type="checkbox"/>	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	BAND 2 (1302310)	1.00	1302310	<input type="checkbox"/>	2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	CHORUS 1 (1303300)	1.00	1303300	<input type="checkbox"/>	3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Focus will attempt to schedule the student based on the course requests and available seats in sections, and the resulting schedule will display. All scheduled courses display in the schedule section of the screen, and any unscheduled courses display at the bottom of the screen in the Unscheduled Requests section.

Demographic
Enrollment
**Schedule**
Requests
Grades
Absences
Activities
Referrals
Test History
Audit Trail
Grad
ISP Page
Files
SSS
Choice
Billing
Search...

☒ Finished  
100% of 7 requests filled.

Effective Date: August 10 2023
☐ Include Inactive Courses
Print Schedule
Course List
Weekly Planner
☐ Show Florida Fields
☒ Show Vocational/WDIS Fields
Save

Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041

7 Classes
Send Messages
Customize Columns
Mass Update

Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Dropped	Schedule Withdrawal Code	Distance Learning	AGE Online Course Delivery Indicator	Dual Enrollment Student Type	CTE Dual Enrollment Course Location	Funding End Date
<input type="checkbox"/>	ENG 2	01 01 - 001 - Kathleen O Connor	1001340	001	MTWHF	4 201	Full Year	Aug 10, 2023	-	N/A	N/A	-	-	-	-
<input type="checkbox"/>	SPANISH 2	Period 2 - 004 - Henry V Alanis	0708350	004	MTWHF	2 205	Full Year	Aug 10, 2023	-	N/A	N/A	-	-	-	-
<input type="checkbox"/>	US HIST	Period 3 - 006 - MISS OWL	2100310	006	MTWHF	1 208	Full Year	Aug 10, 2023	-	N/A	N/A	-	-	-	-
<input type="checkbox"/>	2-D STUDIO ART 2	Period 4 - 001 - Benton K Snow	0101310	001	MTWHF	4 102	Full Year	Aug 10, 2023	-	N/A	N/A	-	-	-	-

Search for a section to add

Any Subject
Course Number
Course Title
Section ID
Any Period
Any Teacher
Full Year
Search

2 Unscheduled Requests
Auto-Schedule this Student
Search

Request	Available Seats	Sections	Elective Priority	Has an Un-filled Alternate?	Has a filled Alternate?	Teacher	Period
+ CHORUS 1	25	1	3				
+ BAND 2	25	1	2				

2. To manually add a section to the student's schedule for an unscheduled request, overriding the restrictions that prevented the student from being automatically scheduled, click on the request link under Search for a section to add.

**Search for a section to add**

Any Subject

Course Number

Course Title

Section ID

Any Period

Any Teacher

Full Year

Search

7 Unscheduled Requests

Auto-Schedule this Student

Search

Request	Available Seats	Sections	Elective Priority	Has an Un-filled Alternate?	Has a filled Alternate?	Teacher	Period
+ AP STAT	60	2					
+ <b>CHEM 1 HON</b>	125	5					
+ AP US GOVT/POL	96	3					

3. In the pop-up window, click a section to add to the student's schedule.

Student Schedule

<https://livedemo.focusschoolsoftware.com/focus/Modules.php?modname=Scheduling/Schedule.php&mod>

Student Schedule

Genara Marie Abrego

Courses

View/Edit this Course

List Students in this Course

List Unfilled Requests in this Course

Search

20 Subjects

30 Courses

5 Sections


Subject	Course	Course Num	Section	Available Seats
<a href="#">No Credit</a>	<a href="#">CHEM 1</a>	2003340	<a href="#">02 - 001 - Alyssa Pickett Cerkleski</a>	25
<a href="#">Physical Education</a>	<a href="#">CHEM 1 HON</a>	2003350	<a href="#">04 - 002 - Alyssa Pickett Cerkleski</a>	25
<a href="#">Practical Arts</a>	<a href="#">ENV SCI</a>	2001340	<a href="#">05 - 004 - Alyssa Pickett Cerkleski</a>	25
<a href="#">Science</a>	<a href="#">Env. Science Honors</a>	2001341	<a href="#">06 - 005 - Henry Kaiser</a>	25
<a href="#">Social Studies Electives</a>	<a href="#">ERTH/SPA SCI</a>	2001310	<a href="#">07 - 003 - Alyssa Pickett Cerkleski</a>	25
<a href="#">US History</a>	<a href="#">ERTH/SPA SCI</a>	2001310S		
<a href="#">Vocational</a>	<a href="#">ERTH/SPA SCI</a>	2001310E		
<a href="#">World History</a>	<a href="#">ERTH/SPA SCI</a>	2001310N		
<a href="#">World Languages</a>	<a href="#">FUND INTEG SCI 2</a>	7920035V		

The selected section is added to the student's schedule.

**i** After the student has a schedule and you want to auto-schedule the student again, you need to delete the existing schedule first.



















# Students Entering Requests in the Student Portal

If students are allowed to enter their own course requests, students will do so from the Class Requests screen in the Student Portal. This procedure documents the student point of view when entering course requests.

-  Focus will review a student's grade history and schedule to determine prerequisite requirements.
  1. If a student is entering a course request for the next year and is currently scheduled into the prerequisite course this year, Focus will assume the student will pass the course and meet the requirement. The student will not need a grade history record present.
  2. For a grade record to meet the prerequisite, the student must have earned credit (i.e., the Credits Earned field cannot be 0), and the grade record must be flagged for Course History.

If the district leverages extra characters on course numbers, the system will match the course numbers exactly. For example, if the prerequisite is entered with an 8-digit course number, Focus will match the full 8-digit course number when comparing schedule and grade records. However, if the district enters a prerequisite with a 7-digit course number, Focus will only match the first 7 digits.

## 1. Click **Class Requests**.

 Portal
 School Information
 My Information
 Change Requests
 Preferences
 Calendar
 Request Conference
 Class Schedule
 Class Requests
 Grades
 Progression Plan
 Portfolio
 Grad Reqs
 Test History
 Test History Report
 Standard Grades
 Messenger
 Logout

Any requests already entered by administrative staff, teachers, or the student will be displayed in the table at the top of the screen. Requests entered by administrative staff or teachers will be locked from editing by the student.

<b>2 Requests And 0 Alternates</b> <b>2.00 Credits And 2.00 Units</b>											
<div> <div>Export</div> <div>Filter: OFF</div> </div> <div>Approved by Counselor: No Locked for Students: No</div>											
<input type="checkbox"/>	Course	Credits	Course #	Elective Priority	Term	With Teacher	Without Teacher	With Period	Without Period	Approved By Teacher	Last Modified
<input type="checkbox"/>	ENG 2 (1001340)	1.00	1001340							<input type="checkbox"/>	Weiss, Ashley Mar 08, 2023 10:44 AM
<input type="checkbox"/>	GEO (1206310)	1.00	1206310							<input type="checkbox"/>	Weiss, Ashley Mar 08, 2023 10:45 AM

Students can enter requests in the table at the top of the screen or by using the Quick List at the bottom of the screen. The Quick List is organized by graduation subject. If any requests have already been entered for a graduation subject, a green check mark will display next to the subject.

2. To enter requests using the Quick List, select a course from the pull-down next to the graduation requirement.

Add a Request: Quick List	
21 Requirements	
Subject	Course / Elective Priority
English	✓ <input type="text"/>
Math	<input type="text"/>
Science	<input type="text"/>
Equally Rigorous course that counts for Science credits	<input type="text"/>
World History	<input type="text"/>
US History	US HIST (2100310) <input type="text"/>
American Government	<input type="text"/>
Economics	<input type="text"/>
Algebra 1	<input type="text"/>
Geometry	✓ <input type="text"/>
Biology	<input type="text"/>
World Languages	<input type="text"/>
Approved Practical/ Performing Fine Arts	<input type="text"/>
Practical Arts	<input type="text"/>
Physical Education	<input type="text"/>
Hope	<input type="text"/>
Vocational	<input type="text"/>
Exceptional Student	<input type="text"/>

3. For electives, enter the **Elective Priority** in the field next to the course pull-down.

A priority of 1 ensures the elective is scheduled at the same level as courses without a number. A priority of 2 or higher will only be scheduled if a course with an elective priority of 1 could not be scheduled. Leaving the priority blank indicates that this is a core or non-elective course. If this is left blank, than alternative requests will not be looked at by the system.

Electives	BAND 1 (1302300) <input type="text"/>	1
	THEATRE 1 (0400310) <input type="text"/>	2
	<input type="text"/>	<input type="text"/>

4. If an additional elective needs to be requested beyond the three spaces provided, click the green plus icon.

Electives	BAND 1 (1302300) <input type="text"/>	1
	THEATRE 1 (0400310) <input type="text"/>	2
	2-D STUDIO ART 1 (01013... <input type="text"/>	3 <input type="text"/>

5. Select the course from the pull-down and enter the **Elective Priority**.

Electives	BAND 1 (1302300)	▼	1
	THEATRE 1 (0400310)	▼	2
	2-D STUDIO ART 1 (01013...	▼	3
	MUSIC THEATRE 1 (04007...	▼	4

6. After entering the requests in the Quick List, click **Save**.

Add a Request: Quick List		Save
21 Requirements	Subject	Course / Elective Priority
English	✓	▼
Math		▼
Science		INTRO TO MARINE (OCB1...
Equally Rigorous course that counts for Science credits		▼
World History		▼
US History		▼
American Government		▼
Economics		▼
Algebra 1		▼
Geometry	✓	▼
Biology		▼
World Languages		AP SPANISH LIT & CU (07...
Approved Practical/ Performing Fine Arts		▼
Practical Arts		▼
Physical Education		▼
Hope		▼
Vocational		▼

If an error is encountered, such as the prerequisites for a requested course have not been taken, a pop-up window will display with the error.

7. Click **Cancel** to close the message, and then change the request that caused the error. Click **Save**.

**Error:** Not all of the prerequisites have been taken for SPANISH 2 (0708350)

Cancel

Once there are no errors, the requests are added to the table at the top of the screen.



6 Requests And 3 Alternates  
6.00 Credits And 6.00 Units

Approved by Counselor: No Locked for Students: No

Export Filter: OFF

<input type="checkbox"/>	Course	Credits	Course #	Elective Priority	Term	With Teacher	Without Teacher	With Period	Without Period	Approved By Teacher	Last Modified
<input type="checkbox"/>	ENG 2 (1001340)	1.00	1001340							<input type="checkbox"/>	Weiss, Ashley Mar 08, 2023 10:44 AM
<input type="checkbox"/>	GEO (1206310)	1.00	1206310							<input type="checkbox"/>	Weiss, Ashley Mar 08, 2023 10:45 AM
<input type="checkbox"/>	INTRO TO MARINE (OCB1000)	1.00	OCB1000							<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	AP SPANISH LIT & CU (...)	1.00	0708410							<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	BAND 1 (1302300)	1.00	1302300	1						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	THEATRE 1 (0400310)	1.00	0400310	2						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	2-D STUDIO ART 1 (0101300)	1.00	0101300	3						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	MUSIC THEATRE 1 (0400700)	1.00	0400700	4						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	SOCIOLOGY (2108300)	1.00	2108300							<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM

8. To add requests to the table at the top of the screen, select the **Course** to request in the blank row.

9. For electives, enter the **Elective Priority**.

6 Requests And 3 Alternates  
6.00 Credits And 6.00 Units

Approved by Counselor: No Locked for Students: No

Export Filter: OFF

<input type="checkbox"/>	Course	Credits	Course #	Elective Priority	Term	With Teacher	Without Teacher	With Period	Without Period	Approved By Teacher	Last Modified
<input type="checkbox"/>	3-D STUDIO ART 1 (0101330)		0101330	5						<input type="checkbox"/>	
<input type="checkbox"/>	ENG 2 (1001340)	1.00	1001340							<input type="checkbox"/>	Weiss, Ashley Mar 08, 2023 10:44 AM
<input type="checkbox"/>	GEO (1206310)	1.00	1206310							<input type="checkbox"/>	Weiss, Ashley Mar 08, 2023 10:45 AM
<input type="checkbox"/>	INTRO TO MARINE (OCB1000)	1.00	OCB1000							<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	AP SPANISH LIT & CU (...)	1.00	0708410							<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	BAND 1 (1302300)	1.00	1302300	1						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	THEATRE 1 (0400310)	1.00	0400310	2						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	2-D STUDIO ART 1 (0101300)	1.00	0101300	3						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	MUSIC THEATRE 1 (0400700)	1.00	0400700	4						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	SOCIOLOGY (2108300)	1.00	2108300							<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM

10. Press **Enter** to add the request.

11. To modify a request entered by the student, select a different **Course** or change the **Elective Priority**. The rest of the fields cannot be edited by the student.

6 Requests And 4 Alternates  
6.00 Credits And 6.00 Units

Approved by Counselor: No Locked for Students: No

Export Filter: OFF

<input type="checkbox"/>	Course	Credits	Course #	Elective Priority	Term	With Teacher	Without Teacher	With Period	Without Period	Approved By Teacher	Last Modified
<input type="checkbox"/>	3-D STUDIO ART 1 (0101330)		0101330	5						<input type="checkbox"/>	
<input type="checkbox"/>	culinary	0								<input type="checkbox"/>	Weiss, Ashley Mar 08, 2023 10:44 AM
<input type="checkbox"/>	CULINARY ARTS 1 (8800510)	0								<input type="checkbox"/>	Weiss, Ashley Mar 08, 2023 10:45 AM
<input type="checkbox"/>	CULINARY ARTS 2 (8800520)	0								<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	CULINARY ARTS 3 (8800530)	0								<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	CULINARY ARTS 4 (8800540)	0								<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	Financial Algebra (1200387)	0								<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	AP CALCULUS BC (1202320)	0		1						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	AP CALCULUS AB (1202310)	0		2						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	PRE-CALCULUS HON (1202340)	0		3						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	SELF-DETERMINATION (7963140)	0								<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	INTRO TO MARINE (OCB1000)	1.00	0400700	4						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	MUSIC THEATRE 1 (0400700)	1.00	2108300							<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	SOCIOLOGY (2108300)	1.00								<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM

12. To delete a request entered by the student, click the red minus sign next to the course.

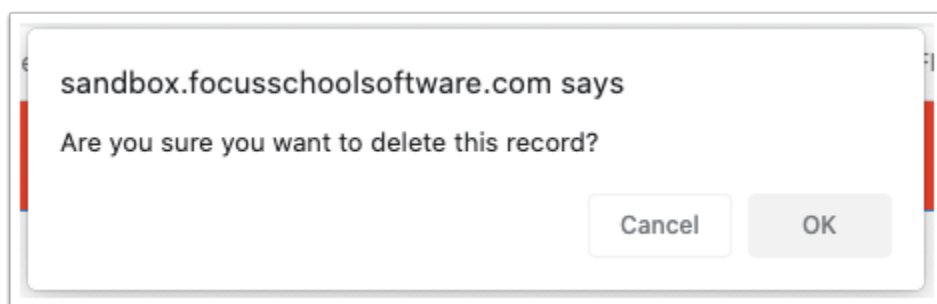
6 Requests And 4 Alternates  
6.00 Credits And 6.00 Units

Approved by Counselor: No Locked for Students: No

Export Filter: OFF

	Course	Credits	Course #	Elective Priority	Term	With Teacher	Without Teacher	With Period	Without Period	Approved By Teacher	Last Modified
<input type="checkbox"/>	CULINARY ARTS 1 (880...		8800510	5						<input type="checkbox"/>	
<input type="checkbox"/>	ENG 2 (1001340)	1.00	1001340							<input type="checkbox"/>	Weiss, Ashley Mar 08, 2023 10:44 AM
<input type="checkbox"/>	GEO (1206310)	1.00	1206310							<input type="checkbox"/>	Weiss, Ashley Mar 08, 2023 10:45 AM
<input type="checkbox"/>	INTRO TO MARINE (OC...	1.00	OCB1000							<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	AP SPANISH LIT & CU (...)	1.00	0708410							<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	BAND 1 (1302300)	1.00	1302300	1						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	THEATRE 1 (0400310)	1.00	0400310	2						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	2-D STUDIO ART 1 (010...	1.00	0101300	3						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	MUSIC THEATRE 1 (040...	1.00	0400700	4						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	SOCIOLOGY (2108300)	1.00	2108300							<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM

13. In the confirmation message, click **OK**.



14. To delete multiple requests, select the check box next to each request to delete.

6 Requests And 3 Alternates  
6.00 Credits And 6.00 Units

Delete Selected Requests

Approved by Counselor: No Locked for Students: No

Export Filter: OFF

	Course	Credits	Course #	Elective Priority	Term	With Teacher	Without Teacher	With Period	Without Period	Approved By Teacher	Last Modified
<input type="checkbox"/>	ENG 2 (1001340)	1.00	1001340							<input type="checkbox"/>	Weiss, Ashley Mar 08, 2023 10:44 AM
<input type="checkbox"/>	GEO (1206310)	1.00	1206310							<input type="checkbox"/>	Weiss, Ashley Mar 08, 2023 10:45 AM
<input type="checkbox"/>	INTRO TO MARINE (OC...	1.00	OCB1000							<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	AP SPANISH LIT & CU (...)	1.00	0708410							<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	BAND 1 (1302300)	1.00	1302300	1						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	THEATRE 1 (0400310)	1.00	0400310	2						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input checked="" type="checkbox"/>	2-D STUDIO ART 1 (010...	1.00	0101300	3						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input checked="" type="checkbox"/>	MUSIC THEATRE 1 (040...	1.00	0400700	4						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	SOCIOLOGY (2108300)	1.00	2108300							<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM

15. Click **Delete Selected Requests** at the top-right corner of the screen.

6 Requests And 3 Alternates  
6.00 Credits And 6.00 Units

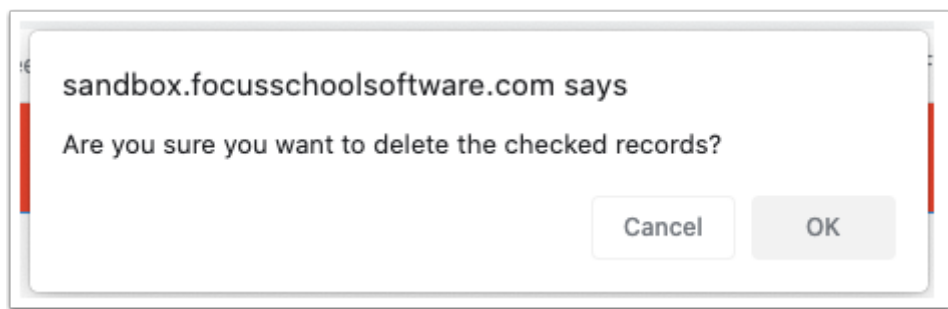
Delete Selected Requests

Export

Filter: OFF

<input type="checkbox"/>	Course	Credits	Course #	Elective Priority	Term	With Teacher	Without Teacher	With Period	Without Period	Approved By Teacher	Last Modified
<input type="checkbox"/>	ENG 2 (1001340)	1.00	1001340							<input type="checkbox"/>	Weiss, Ashley Mar 08, 2023 10:44 AM
<input type="checkbox"/>	GEO (1206310)	1.00	1206310							<input type="checkbox"/>	Weiss, Ashley Mar 08, 2023 10:45 AM
<input checked="" type="checkbox"/>	INTRO TO MARINE (OC...	1.00	OCB1000							<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input checked="" type="checkbox"/>	AP SPANISH LIT & CU (...)	1.00	0708410							<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input checked="" type="checkbox"/>	BAND 1 (1302300)	1.00	1302300	1						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input checked="" type="checkbox"/>	THEATRE 1 (0400310)	1.00	0400310	2						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input checked="" type="checkbox"/>	2-D STUDIO ART 1 (010...	1.00	0101300	3						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input checked="" type="checkbox"/>	MUSIC THEATRE 1 (040...	1.00	0400700	4						<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM
<input type="checkbox"/>	SOCIOLOGY (2108300)	1.00	2108300							<input type="checkbox"/>	Abe, Charlie Mar 08, 2023 11:04 AM

16. In the confirmation message, click **OK**.



**i** Students cannot modify or delete requests entered by administrative staff or teachers.

## Approving Requests as a Counselor

The **Approved by Counselor** check box is used to indicate that the counselor has reviewed and approved the student's course requests.

At the top of the screen, select the **Approved by Counselor** check box.

Demographic
Enrollment
Schedule
**Requests**
Grades
Absences
Activities
Referrals
Test History
Audit Trail
Grad
ISP Page
Files
SSS
Choice
Billing
Search...

Auto-Schedule this Student
☐ Include Inactive
☐ Courses For All Grade Levels

7 Requests And 2 Alternates  
7.00 Credits And 7.00 Units

Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041

Approved by Counselor: ☐ Locked for Students: ☐

Export
Filter: OFF

	<input type="checkbox"/>	Course	Credits	Course #	Schedule First	Elective Priority	Term	Inclusion	With Teacher	Without Teacher	With Period	Without Period	Appro
	<input type="checkbox"/>				<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	ENG 2 (1001340)	1.00	1001340	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	ALG 2 (1200330)	1.00	1200330	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	US HIST (2100310)	1.00	2100310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	BIO 1 (2000310)	1.00	2000310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	SPANISH 2 (0708350)	1.00	0708350	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	WEIGHT TRAIN 1 (1...	1.00	1501340	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	2-D STUDIO ART 2 (...)	1.00	0101310	<input type="checkbox"/>	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	BAND 2 (1302310)	1.00	1302310	<input type="checkbox"/>	2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	CHORUS 1 (1303300)	1.00	1303300	<input type="checkbox"/>	3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A green check mark flashes on the screen to the right of the Locked for Students field, indicating the selection was saved.

## Locking Requests for Students

Requests can be locked for students so that students can no longer make changes to their course requests.

At the top of the screen, select the **Locked for Students** check box.

Demographic Enrollment Schedule **Requests** Grades Absences Activities Referrals Test History Audit Trail Grad ISP Page Files SSS Choice Billing Search...

Auto-Schedule this Student ☐ Include Inactive ☐ Courses For All Grade Levels

7 Requests And 2 Alternates  
7.00 Credits And 7.00 Units

Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF

<input type="checkbox"/>	Course	Credits	Course #	Schedule First	Elective Priority	Term	Inclusion	With Teacher	Without Teacher	With Period	Without Period	Appro
<input type="checkbox"/>	<input type="text"/>			<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	ENG 2 (1001340)	1.00	1001340	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	ALG 2 (1200330)	1.00	1200330	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	US HIST (2100310)	1.00	2100310	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	BIO 1 (2000310)	1.00	2000310	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	SPANISH 2 (0708350)	1.00	0708350	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	WEIGHT TRAIN 1 (1...	1.00	1501340	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2-D STUDIO ART 2 (...)	1.00	0101310	<input type="checkbox"/>	1	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	BAND 2 (1302310)	1.00	1302310	<input type="checkbox"/>	2	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	CHORUS 1 (1303300)	1.00	1303300	<input type="checkbox"/>	3	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A green check mark flashes on the screen to the right of the Locked for Students check box, indicating the selection was saved.

## Viewing Course Requests from Other Schools

If a student is dual-enrolled, you can view the student's course requests from the other enrolled school(s), though these requests are not editable and cannot be deleted.

At the top of the Student Requests screen, select the **Include Inactive** check box.

Demographic Enrollment Schedule **Requests** Grades Absences Activities Referrals Test History Audit Trail Grad ISP Page Files SSS Choice Billing Search...

Auto-Schedule this Student ☐ **Include Inactive** ☐ Courses For All Grade Levels

6 Requests And 2 Alternates  
6.00 Credits And 6.00 Units

Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF

<input type="checkbox"/>	Course	Credits	Course #	Schedule First	Elective Priority	Term	Inclusion	With Teacher	Without Teacher	With Period	Without Period	Appro
<input type="checkbox"/>	<input type="text"/>			<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	ENG 2 (1001340)	1.00	1001340	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	ALG 2 (1200330)	1.00	1200330	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	US HIST (2100310)	1.00	2100310	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	SPANISH 2 (0708350)	1.00	0708350	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	WEIGHT TRAIN 1 (1...	1.00	1501340	<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2-D STUDIO ART 2 (...)	1.00	0101310	<input type="checkbox"/>	1	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	BAND 2 (1302310)	1.00	1302310	<input type="checkbox"/>	2	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	CHORUS 1 (1303300)	1.00	1303300	<input type="checkbox"/>	3	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The screen refreshes and includes course requests from the other schools in the list of requests at the top of the screen. The School column indicates the school the course request belongs to. Requests from other schools are disabled and cannot be edited or deleted.

Demographic
Enrollment
Schedule
**Requests**
Grades
Absences
Activities
Referrals
Test History
Audit Trail
Grad
ISP Page
Files
SSS
Choice
Billing

Auto-Schedule this Student
☒ Include Inactive
☐ Courses For All Grade Levels

6 Requests And 2 Alternates  
7.00 Credits And 7.00 Units

Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041

Approved by Counselor: ☐ Locked for Students: ☐

Export
Filter: OFF

		Course	Credits	Course #	School	Schedule First	Elective Priority	Term	Inclusion	With Teacher	Without Teacher	With Period
	<input type="checkbox"/>	<input type="text" value=""/>				<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="checkbox"/>	ENG 2 (1001340)	1.00	1001340	Focus High School - 0041	<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="checkbox"/>	ALG 2 (1200330)	1.00	1200330	Focus High School - 0041	<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="checkbox"/>	US HIST (2100310)	1.00	2100310	Focus High School - 0041	<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="checkbox"/>	SPANISH 2 (0708350)	1.00	0708350	Focus High School - 0041	<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="checkbox"/>	WEIGHT TRAIN 1 (1501340)	1.00	1501340	Focus High School - 0041	<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="checkbox"/>	2-D STUDIO ART 2 (0101310)	1.00	0101310	Focus High School - 0041	<input type="checkbox"/>	1	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="checkbox"/>	BAND 2 (1302310)	1.00	1302310	Focus High School - 0041	<input type="checkbox"/>	2	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="checkbox"/>	CHORUS 1 (1303300)	1.00	1303300	Focus High School - 0041	<input type="checkbox"/>	3	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
	<input type="checkbox"/>	AP BIO	1.00	2000340	Garcia High School - 0131	<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	* undefined