

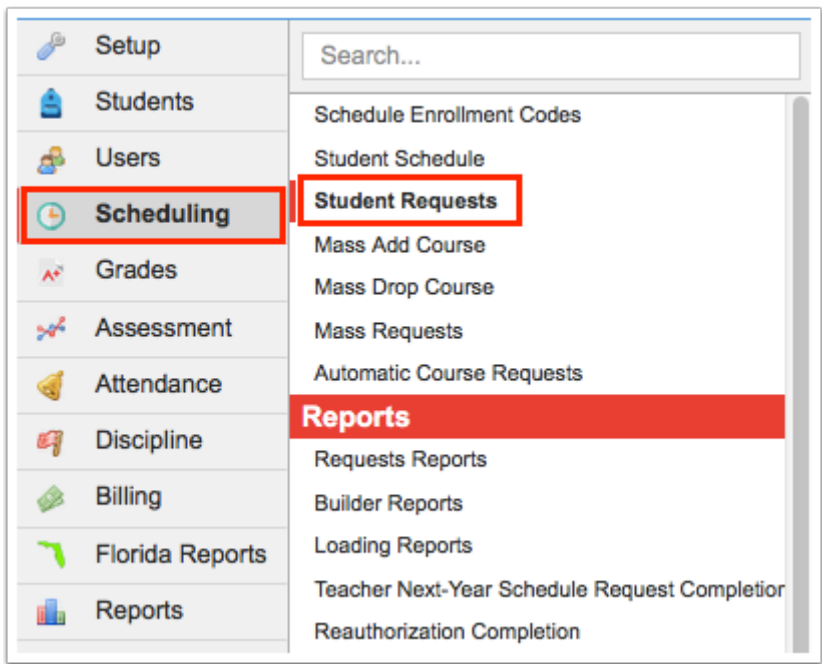
Student Requests

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.


Adding Requests Using the Quick List

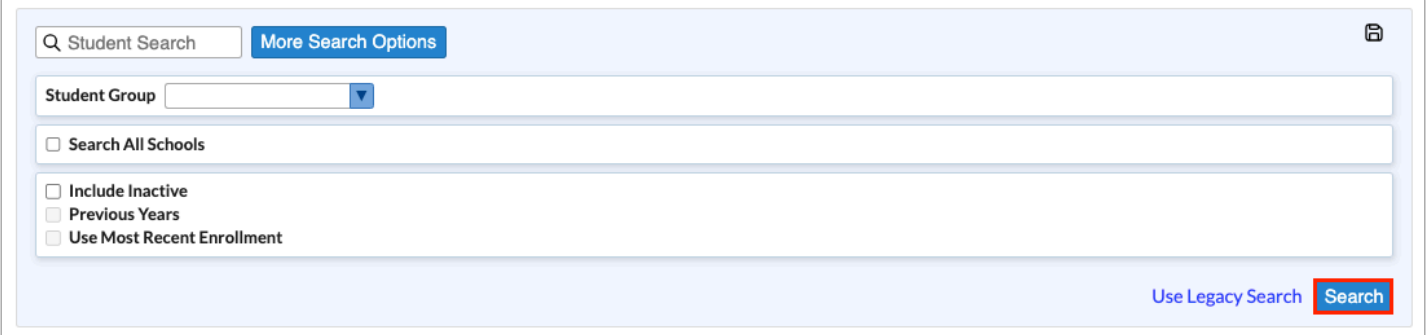
The Quick List is organized by graduation subject (if graduation subjects are set up by the district), and allows you to quickly add requests for each requirement and select multiple choices. If progression plans are set up, then the student's assigned progression plan drives the courses available for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



The Student Search interface includes a search bar with a magnifying glass icon and the text "Student Search". To its right is a blue button labeled "More Search Options". Below the search bar is a "Student Group" dropdown menu. Further down are three checkboxes: "Search All Schools", "Include Inactive", "Previous Years", and "Use Most Recent Enrollment". At the bottom right, there is a link "Use Legacy Search" and a red "Search" button.

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
	<u>Acosta, Harry P.</u> 	00058780	10

 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 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"/>	<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 checked="" 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"/>

Save

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"/>	<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 checked="" 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"/>

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

ENG 2 (1001340)	0.00	1001340		<input type="checkbox"/> ACCESS ALGEBRA 1A (7912080) <input type="checkbox"/> ACCESS LIB ARTS MATH (7912070) <input type="checkbox"/> ALG 1-A (1200370) <input type="checkbox"/> ALG 2 (1200330) <input type="checkbox"/> ALG 2 HON (1200340) <input type="checkbox"/> ANALYSIS OF FUNC HON (1201315) <input type="checkbox"/> AP CALCULUS AB (1202310) <input type="checkbox"/> AP CALCULUS BC (1202320) <input type="checkbox"/> AP STAT (1210320) <input type="checkbox"/> COLLEGE ALGEBRA (MAC1105)
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Add a Request: Quick List

21 Requirements

Subject	Courses
English	<input checked="" type="checkbox"/>
Math	<input 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"/>

💡 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)**

[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

+

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	<div>✓</div> <div></div> <div>▼</div>
Math	<div>ALG 2 (1200330)</div> <div>▼</div>
Science	<div></div> <div>▼</div>
Equally Rigorous course that counts for Science credits	<div></div> <div>▼</div>
World History	<div></div> <div>▼</div>
US History	<div>US HIST (2100310)</div> <div>▼</div>
American Government	<div></div> <div>▼</div>
Economics	<div></div> <div>▼</div>
Algebra 1	<div></div> <div>▼</div>
Geometry	<div></div> <div>▼</div>
Biology	<div>BIO 1 (2000310)</div> <div>▼</div>
World Languages	<div>SPANISH 2 (0708350)</div> <div>▼</div>
Approved Practical/ Performing Fine Arts	<div></div> <div>▼</div>
Practical Arts	<div></div> <div>▼</div>
Physical Education	<div>WEIGHT TRAIN 1 (1501340)</div> <div>▼</div>
Hope	<div></div> <div>▼</div>
Vocational	<div></div> <div>▼</div>

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...

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 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 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 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 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 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 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 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 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 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"/>

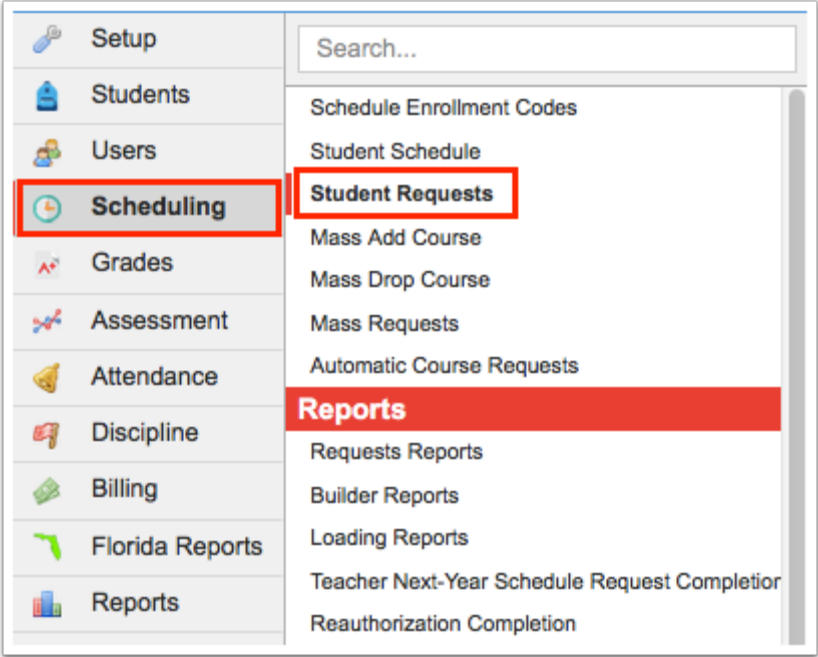
! If a course is requested that a student is currently taking or has already taken, or has already been requested, a warning message will display stating that there is a conflict with the chosen course. You can continue to add the request if the student has to repeat the course or if it is a course the 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**.

 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 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 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"/>	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"/>

Save

Add a Request: Quick List

21 Requirements

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

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"/>			<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Filter

- 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)

Save

Add a Request

21 Requirements

Subject	Course / Elective Priority
English	<input checked="" type="checkbox"/> <input type="checkbox"/>

💡 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
chem			
CHEM 1 (2003340)			
CHEM 1 HON (2003350)			
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...
1 Request And 0 Alternates 2.00 Credits And 2.00 Units																Auto-Schedule this Student <input type="checkbox"/> Include Inactive <input type="checkbox"/> Courses For All Grade Levels <input type="checkbox"/>
Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041																Approved by Counselor: <input type="checkbox"/> Locked for Students: <input type="checkbox"/>
Export Filter: OFF																
		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 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

Field	Description
	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 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</p>

Field	Description
	option, *Period 3 will display in the With Period column for that request.
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** when finished.

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

Demographic
Enrollment
Schedule
Requests
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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

	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.

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"/>	<div>BIO 1 (2000310)</div>		2000310	<input type="checkbox"/>		<div></div>	<input type="checkbox"/>	<div></div>	<div></div>	<div></div>	<div></div>	<input type="checkbox"/>
	<input type="checkbox"/>	<div>ENG 2 (1001340)</div>	1.00	1001340	<input type="checkbox"/>		<div></div>	<input type="checkbox"/>	<div></div>	<div></div>	<div></div>	<div></div>	<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"/>	▼	
	<input type="checkbox"/>	CREATIVE PHOTO ... ▼	1.0	0108330 	<input type="checkbox"/>	1	▼	<input type="checkbox"/>	▼	
	<input type="checkbox"/>	CULINARY ARTS 3 (... ▼	1.0	8800530 	<input type="checkbox"/>	2	▼	<input type="checkbox"/>	▼	
	<input type="checkbox"/>	WEIGHT TRAIN 3 (1... ▼	0.5	1501360 	<input type="checkbox"/>	3	▼	<input type="checkbox"/>	▼	

The changes are auto-saved.

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="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 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 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 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 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 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 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 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 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 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 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" value=""/>			<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"/>	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"/>

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" value=""/>			<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"/>	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"/>	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"/>

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

6 Requests And 2 Alternates
7.00 Credits And 7.00 Units

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

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="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	ENG 2 (1001340)	1.00	1001340	Focus High School - 0041	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	ALG 2 (1200330)	1.00	1200330	Focus High School - 0041	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	US HIST (2100310)	1.00	2100310	Focus High School - 0041	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	SPANISH 2 (0708350)	1.00	0708350	Focus High School - 0041	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	WEIGHT TRAIN 1 (1501340)	1.00	1501340	Focus High School - 0041	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	2-D STUDIO ART 2 (0101310)	1.00	0101310	Focus High School - 0041	<input type="checkbox"/>	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	BAND 2 (1302310)	1.00	1302310	Focus High School - 0041	<input type="checkbox"/>	2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	CHORUS 1 (1303300)	1.00	1303300	Focus High School - 0041	<input type="checkbox"/>	3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	AP BIO	1.00	2000340	Garcia High School - 0131	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	* undefined

Auto-Scheduling the Student

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

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

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.

Search for a section to add

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

Unscheduled Requests Auto-Schedule this Student

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					
+ CHEM 1 HON	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
No Credit	CHEM 1	2003340	02 - 001 - Alyssa Pickett Cerkleski	25
Physical Education	CHEM 1 HON	2003350	04 - 002 - Alyssa Pickett Cerkleski	25
Practical Arts	ENV SCI	2001340	05 - 004 - Alyssa Pickett Cerkleski	25
Science	Env. Science Honors	2001341	06 - 005 - Henry Kaiser	25
Social Studies Electives	ERTH/SPA SCI	2001310	07 - 003 - Alyssa Pickett Cerkleski	25
US History	ERTH/SPA SCI	2001310S		
Vocational	ERTH/SPA SCI	2001310E		
World History	ERTH/SPA SCI	2001310N		
World Languages	FUND INTEG SCI 2	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.

Deleting Requests Individually

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

DemographicEnrollmentScheduleRequestsGradesAbsencesActivitiesReferralsTest HistoryAudit TrailGradISP PageFilesSSSChoiceBilling

Auto-Schedule this StudentInclude InactiveCourses 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:

ExportFilter: OFF

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

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

sandbox.focusschoolsoftware.com says

Are you sure you want to delete this record?

CancelOK

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

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.

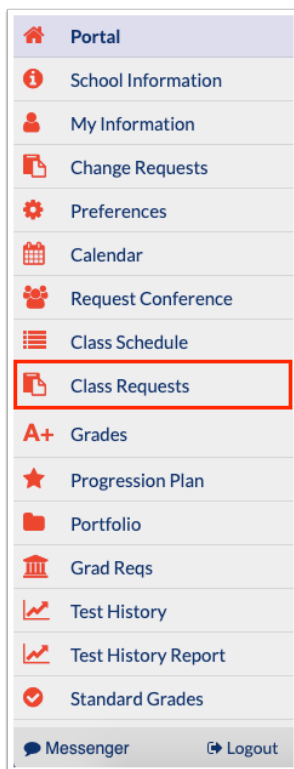
1. If a student is entering a course request for the next year and is currently scheduled into the prerequisite course this year, Focus will assume the student will pass the

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

	Course	Credits	Course #	Elective Priority	Term	With Teacher	Without Teacher	With Period	Without Period	Approved By Teacher	Last Modified
<input type="checkbox"/>										<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

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)	▼	1
	THEATRE 1 (0400310)	▼	2
		▼	

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

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

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

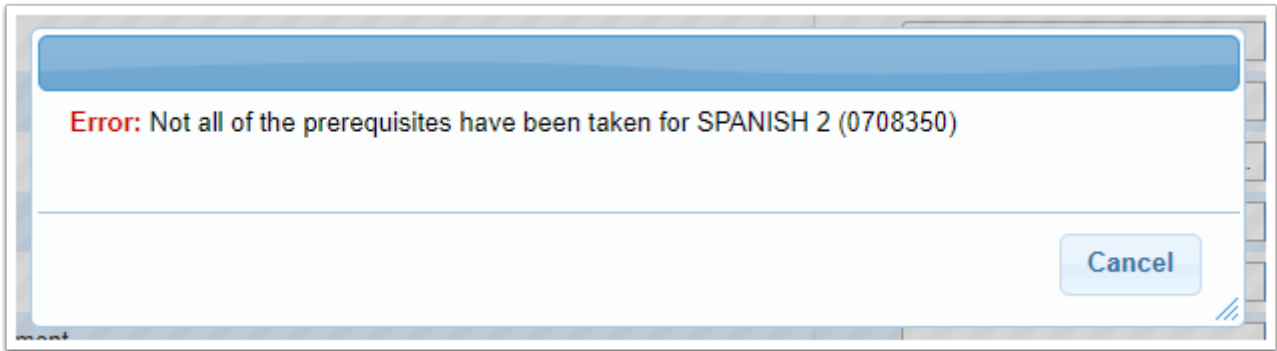
Electives	BAND 1 (1302300)	▼	1
	THEATRE 1 (0400310)	▼	2
	2-D STUDIO ART 1 (01013...	▼	3
	MUSIC THEATRE 1 (04007...	▼	4

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

21 Requirements		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**.



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											
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"/>										<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 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 checked="" 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											
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 (010... ▾		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 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 checked="" 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

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 (010...		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)	0								<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

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

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"/>	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**.

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Are you sure you want to delete this record?

CancelOK

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

Export Filter: OFF

Delete Selected Requests

Approved by Counselor: No Locked for Students: No

<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

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

Export Filter: OFF

Delete Selected Requests

Approved by Counselor: No Locked for Students: No

<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**.

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Are you sure you want to delete the checked records?

Cancel
OK

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