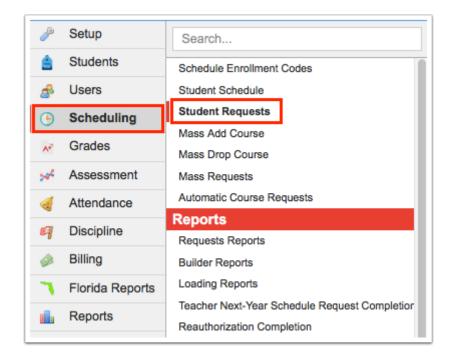
Student Requests

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 <u>Searching for Students</u> for detailed instructions on the various ways to search for students.

Q Student Search Options	6
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	t Customize Student List		
Student: acosta			
2 Students			Search
Photo	Student	Student ID	Grade
di seta	Acosta, Dexter D	00086685	10
	Acosta, Harry P	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.

emographic	Enrollment	Schedule	Requests	Grades	Absences	Activities	Referrals	Test History	Audit Gra Trail	ad ISP File Page File	s SSS Choice	Billing Searc	:h	•
										Auto-Schedule tl	nis Student 🗌 Ir	clude Inactive 🗌 (Courses For All Grad	de Lev
Request An	d 0 Alternate And 1.00 Unit	S							Pric	or Primary Sch	ool: 2022-2023 (Grade 10) Focus	High School - 00	41
.00 Creats /	and 1.00 Onit	5									Approved by C	ounselor: 🗌 Loc	ked for Students:	
Export	Filter	· OFF												
	Course		Credits 🛊	Course # 🛊	Schedule First \$	Elective Priority 🛊	Term 🛊		Inclusion	With Teacher	Without Teach	er With Period	Without Period	\$ A
		V						V				7		
	ENG 2 (1001	340)	0.00	1001340				V						
				<u>()</u>										
dd a Reque	et: Quick List		· · · · · ·									•		Sa
	st: Quick List ents	:												
Add a Reque 21 Requirem Subject		:		_				Course / E	Elective Priorit	ty				
21 Requirem								Course / E	Elective Priorit	ty				
21 Requirem Subject									Elective Priorit			-		
21 Requirem Subject English									Elective Priorit	V			1	
21 Requirem Subject English Math Science			e credits						Elective Priorit	V			1	Sa Ista
21 Requirem Subject English Math Science	ents		e credits						Elective Priorit	• • •				
21 Requirem Subject English Math Science Equally Rigorou	ents		e credits						Elective Priorit	▼ ▼ ▼ ▼				

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.

c Enrollment	Schedule	Requests	Grades	Absences	Activities	Referrals	Test History	Audit G Trail	rad ISP F Page F	iles SSS	Choice	Billing	Search	
									Auto-Schedul	e this Studer	nt 🗌 Inc	lude Inactive	e 🗆 Co	ourses For All Grade
Request And 0 Alternates Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041														
S ANG 1.00 UN	ts									Appro	ved by Cou	unselor:	Locke	ed for Students:
a) 🖶 🛛 Filtz	OFF													
Course 🛊		Credits 🛊	Course # 🛊	Schedule First 🛊	Elective Priority \$	Term 🛊		Inclusion	With Teach	er Withou	t Teacher	With Per	•iod ફ	Without Period 🖨
	V						V				V			
t	ts And 1.00 Uni	ts And 1.00 Units	s And 1.00 Units	s And 1.00 Units	Sand 1.00 Units	Source A Schedule Elective	Source A	Schedule Elective	s And 1.00 Units	And 0 Alternates ts And 1.00 Units Prior Primary Schedule Elective	And 0 Alternates ts And 1.00 Units Prior Primary School: 2022 Appro	And 0 Alternates ts And 1.00 Units Prior Primary School: 2022-2023 (G Approved by Cou	And 0 Alternates ts And 1.00 Units Prior Primary School: 2022-2023 (Grade 10) F Approved by Counselor: Approved by Counselor: Schedule Elective	And 0 Alternates ts And 1.00 Units Prior Primary School: 2022-2023 (Grade 10) Focus I Approved by Counselor: Locke

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 0.00 0	ACCESS ALGEBRA 1A (7912080) ACCESS LIB ARTS MATH (7912070) ALG 1-A (1200370) ALG 2 (1200330) ALG 2 (1200330)	
Add a Request: Quick List	ANALYSIS OF FUNC HON (1201315) AP CALCULUS AB (1202310) AP CALCULUS BC (1202320)	Save
21 Requirements Subject	AP STAT (1210320) COLLEGE ALGEBRA (MAC1105) Filter	(345) (345)
English	Check all visible Clear selected	
Math		
Science		
Equally Rigorous course that counts for Science credits		
World History		
US History		
American Government		

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.

	i.
ALG 1-A (1200370)	Ŀ.
ALG 2 (1200330)	Ľ
ALG 2 HON (1200340)	L
ACCESS ALGEBRA 1A (7912080)	k
COLLEGE ALGEBRA (MAC1105)	ſ
Financial Algebra (1200387)	L
ANALYSIS OF FUNC HON (1201315)	ł.
AP CALCULUS AB (1202310)	I
AP CALCULUS BC (1202320)	Γ
LIBERAL ARTS MA (MGF1106)	ł
alg	L
	ſ
Check all visible Clear selected	

5. For electives, enter the Elective Priority.

	EXEC INTERN 1 (0500300) 7
Electives	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.

CRIT THINK ST SKLS (170 V 3 JOURN 7 HON (1006333) V 4	Electives	
--	-----------	--

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	48 27
Subject	Course / Elective Priority
English	
Math	ALG 2 (1200330)
Science	
Equally Rigorous course that counts for Science credits	
World History	
US History	US HIST (2100310)
American Government	
Economics	
Algebra 1	
Geometry	
Biology	BIO 1 (2000310)
World Languages	SPANISH 2 (0708350)
Approved Practical/ Performing Fine Arts	
Practical Arts	
Physical Education	WEIGHT TRAIN 1 (1501340)
Норе	
Vecational	

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

emoş	graphic	Enrollment Schedu	Request	Grades	Absences	Activities	Referrals	Test Histor	Audit (y Trail	Grad ISP Page	Files SSS Choic	ce Billing Se	arch	•
										Auto-Schedu	ule this Student	Include Inactive	Courses For All Gr	ade Lev
Req .00 (uests An Credits A	nd 2 Alternates and 7.00 Units								Prior Primary	School: 2022-2023	(Grade 10) Fo	cus High School - C	J041
											Approved by	Counselor: 🗌 I	ocked for Students:	: 🗆
Exp	oort 🐴	Filter: OFF												
		Course 🛊	Credits 🛊	Course # 🛊	Schedule First ∳	Elective Priority 🛊	Term 🛊		Inclusion 🛊	With Teacher	Without Teacher	With Period 🖨	Without Period 🛊	Арри
-		ENG 2 (1001340)	1.00	1001340				V						
-		ALG 2 (1200330)	1.00	1200330				V						
-		US HIST (2100310)	1.00	2100310				V						
-		BIO 1 (2000310)	1.00	2000310				V						
-		SPANISH 2 (0708350)	1.00	0708350										
-		WEIGHT TRAIN 1 (1	1.00	1501340				V						
-		2-D STUDIO ART 2 (1.00	0101310		1								
-		BAND 2 (1302310)	1.00	1302310		2		V						
_		CHORUS 1 (1303300)	1.00	1303300		3		V						

- 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 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.

P	Setup	Search
 	Students Users	Schedule Enrollment Codes Student Schedule
٩	Scheduling	Student Requests
A#	Grades	Mass Add Course Mass Drop Course
**	Assessment	Mass Requests
	Attendance	Automatic Course Requests
9	Discipline	Reports Requests Reports
	Billing	Builder Reports
٦	Florida Reports	Loading Reports
1	Reports	Teacher Next-Year Schedule Request Completion Reauthorization Completion

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

See <u>Searching for Students</u> for detailed instructions on the various ways to search for students.

Q Student Search Options	8
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			Search
Photo	Student	Student ID	Grade
-	Acosta, Dexter D	-00086685	10
	Acosta, Harry P.	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.

emographic	Enrollment	Schedule	Requests	Grades	Absences	Activities	Referrals	Test Histor	Audit y Trail	Grad ISP Page	Files SSS Choic	ce Billing Se	earch	
										Auto-Scheo	ule this Student	Include Inactive	Courses For All Gr	ade Le
Request A	nd 0 Alternate: And 1.00 Unit:	; s								Prior Primary	School: 2022-2023	(Grade 10) Fo	cus High School - (0041
											Approved by	Counselor: 🗌 I	Locked for Students:	
Export	Filter	OFF												
	Course		Credits 🛊	Course # 🛊	Schedule First 	Elective Priority \$	Term		Inclusion 🛊	With Teache	Without Teacher	With Period 🖨	Without Period	Арр
-	ENG 2 (10013	340) 🔽	1.00	1001340										
														S
dd a Requ	est: Quick List													
	nents													
21 Requiren								Course /	Elective Price	ority				
21 Requiren Subject								🧼 🗌			7			
Subject														
Subject English											7			

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 S	SS Choi	ce Billing	Se	earch	→
										Au	to-Sched	ule this St	udent	Include Ina	ctive	Courses For All Gr	ade Leve
1 Request An	d 0 Alternates									Prior	Primary	School: 2	2022-2023	3 (Grade 1	0) Fo	cus High School - (0041
1.00 Credits A	and 1.00 Units	6										Ar	pproved by	Counselor		Locked for Students:	
												~	pproved by	couriseior.	0	Locked for Students.	
Export 👪	Filter	OFF															
	Course 🛊		Credits 🛊	Course # 🛊	Schedule First ♦	Elective Priority 🛊	Term 🛊	1	Inclusion 🛊	With	Teacher	Withou	ıt Teacher	With Per	iod 🛊	Without Period 🖨	Appro
		V									V		▼		V		
	Filter										V		V				
	2-D STUDIO 2-D STUDIO																
	2-D STUDIO																Sav
Add a Reque																	
21 Requirem	3-D STUDIO	ART 2 (010134	40)														222
Subject	ar 3-D STUDIO	ART 3 HON (0	101350)					Course / I	Elective Prid	ority							
Subject	ACCESS ALC								Liective Priv	only		_					
English	ACCESS BIO							🧼 🗌			1						
11-1-								_									

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
Τ				
Ť	chem			
	CHEM 1 (2003340)			
-	CHEM 1 HON (2003350)			•
	AP CHEM (2003370)			
	GEN CHEM 1 (CHM1045)			18
st	GEN CHEM 1 LAB (CHM104	45L)		
	EMERG MED RESP 3 (8417	7171 HE)		- E
en	CHORUS 1 (1303300)			
	CHORUS 2 (1303310)			
_	CHORUS 3 (1303320)			
	CHORUS 4 (1303330)			

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

Demog	raphic	Enrollment	Schedule	Requests	Grades	Absences	Activities	Referrals	Test History	Audit Trail	Grad	ISP Page	iles S	SS Choic	e Billing	Search	→
											A	uto-Schedu	le this S	tudent 🗌	Include Inactiv	e 🗌 Courses For All G	rade Lev
Requ	est And	0 Alternates	:								Prior	Primary S	School:	2022-2023	(Grade 10)	ocus High School -	0041
	redits A	nd 2.00 Units	•										А	pproved by	Counselor:	Locked for Students	: 🗆
_																	
Exp	ort 🖳	Filter	OFF														
		Course		Credits	Course # 🛊	Schedule First ♦	Elective Priority 🛊	Term 🛊	I	nclusion 🛊	With	Teacher	Withou	ut Teacher	With Period	Without Period 🛊	Appro
		BIO 1 (20003	10)		2000310							V		V			

- 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.
- 1 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	This is a read-only field. The credits for the course will auto-populate after adding the request if defined in 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 Co22 for that school year, that value will display. If there is no value in the Co22 for that school year, that value will display. If there is no value in the Co22 of the previous year for a value. 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 of the previous year for a value. If there are no values found anywhere listed above, then that 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."
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	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. 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

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.

Demo	graphic	Enrollment	Schedule	Requests	Grades	Absences	Activities	Referrals	Test History	Audit Trail	Grad	ISP Page	Files	SSS	Choice	Billing	Sea	arch	→
											AL	to-Sched	ule this	Student] 🗆 In	clude Inact	tive 🗌	Courses For All Gr	ade Lev
2 Requests And 0 Alternates Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041 2.00 Credits And 2.00 Units Approved by Counselor: □ Locked for Students: □																			
Export 🗟 🖨 Filter: OFF																			
						Cabadula	Elective												
		Course		Credits 🛊	Course # 🛊	Schedule First 	Elective Priority 🛊	Term	In	clusion 🛊	With	Teache	With	out Tea	cher V	Vith Perio	od ŧ	Without Period	Аррі
		Course	V	Credits 🛊	Course #			Term	In	clusion	With	Teache	with	out Tea	cher V	Vith Perio	d 🌲	Without Period 🖨	Appr
		Course ↓ BIO 1 (20003)	10)	Credits 🛊	Course # ♦ 2000310			Term)	With	Teache	with	out Tea	cher V	Vith Perio	od 🛊	Without Period \$	

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.

Demo	graphic	Enroliment	Schedule	Requests	Grades	Absences	Activities	Referrals	Test History	Audit Trail	Grad ISP Page	Files	SSS Ch	pice Billing S	earch	→
											Auto-Sch	edule th	is Student	Include Inactive	Courses For All Gr	rade Leve
2 Rec	uests Ar	nd 0 Alternate	s								Prior Prima	ry Scho	ol: 2022-20	23 (Grade 10) Fo	ocus High School - (0041
2 Requests And 0 Alternates Prior Primary School: 2022-2023 (Grade 10) Focus High School - 0041 2.00 Credits And 2.00 Units Approved by Counselor: □ Locked for Students: □ Export Filter: OFF Filter: OFF																
		Course 🛊		Credits 🛊	Course # 🛊	Schedule First ∳	Elective Priority 🛊	Term 🛊	I	nclusion	With Teach	er Wit	thout Teache	er With Period (Without Period	Appro
		Course 🛊		Credits 🛊	Course # 🛊			Term 🛊		nclusion \$	With Teach	er Wit	thout Teache	er With Period (Without Period \$	Appro
		Course \$	0)	Credits 🛊	Course # ♦ 2000310			Term 🛊		nclusion \$	With Teach	er Wit	thout Teache	With Period (Without Period \$	Appro

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.



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.

emog	graphic	Enroliment	Schedule	Requests	Grades	Absences	Activities	Referrals	Test History	Audit / Trail	Page	Files SSS Choic	5	arch	•
Requ DO C	Credits A	d 2 Alternates nd 7.00 Units	OFF									School: 2022-2023	(Grade 10) Fo	Courses For All Gr.	0041
		Course		Credits 븆	Course #	Schedule First 🛊	Elective Priority 🛊	Term	1	Inclusion 🕏	With Teacher	Without Teacher	With Period 🖨	Without Period 🖨	Appro
			V												
-		ENG 2 (100134	0) 🔽	1.00	1001340				V						
-		ALG 2 (1200330	0)	1.00	1200330				V						
-		US HIST (2100	310) 🔽	1.00	2100310				V						
-		BIO 1 (2000310)	1.00	2000310				V						
-		SPANISH 2 (07	08350) 🔽	1.00	0708350				V						
_		WEIGHT TRAIN	1 1 (1 🔽	1.00	1501340 (ĵ)				V						
-		2-D STUDIO AF	RT 2 (🔽	1.00	0101310		1		V						
_		BAND 2 (13023	10) 🔽	1.00	1302310 (ĵ		2		V						
-		CHORUS 1 (13	03300) 🔽	1.00	1303300		3		V						

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.

emog	graphic	Enrollment	Schedule	Requests	Grades	Absences	Activities	Referrals	Test History	Audit Trail	Grad	ISP Page	Files SSS CI	oice I	Billing Se	arch	•
											Au	to-Sched	ule this Student	Inclue	de Inactive	Courses For All Gr	rade Lev
Req	uests An Credits A	nd 2 Alternates	s								Prior F	Primary	School: 2022-20	23 (Gra	ade 10) Foo	cus High School - (0041
													Approved	by Coun	nselor: 🗆 L	ocked for Students:	: 🗆
Exp	ort 🐴	Filter:	OFF														
		Course 🛊		Credits 🛊	Course #	Schedule First ≑	Elective Priority 🛊	Term 🛊	I	inclusion	With	Teache	Without Teach	er Wit	th Period 🛊	Without Period 🕏	Appro
			V									V			▼		
-		ENG 2 (100134	40) 🔽	1.00	1001340 ()							V			V		
-		ALG 2 (120033	30) 🔽	1.00	1200330 ()							V			V		
-		US HIST (2100)310) 🔽	1.00	2100310 ()							V			V		
-		BIO 1 (200031	0) 🔽	1.00	2000310							V			V		
-		SPANISH 2 (07	708350) 🔽	1.00	0708350 ()							V			V		
-		WEIGHT TRAI	N 1 (1 🔽	1.00	1501340 ()							V			V		
-		2-D STUDIO A	RT 2 (🔻	1.00	0101310		1					V			V		
-		BAND 2 (1302	310) 🔻	1.00	1302310 ()		2					V			V		
-		CHORUS 1 (13	303300) 🔽	1.00	1303300		3					V			V		

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.

emog	Iraphic	Enrollment	Schedule	Requests	Grades	Absences	Activities	Referrals	Test Histor	Audit y Trail	Page	iles SSS Choid		earch	ade Lev
Requ .00 C	redits A	nd 2 Alternate and 6.00 Units										School: 2022-2023	(Grade 10) Fo	cus High School - 0	0041
		Course		Credits	Course #	Schedule First \$	Elective Priority 🕏	Term		Inclusion	With Teacher	Without Teacher	With Period 🖨	Without Period	Appro
									V						
-		ENG 2 (10013	40) 🔽	1.00	1001340 ()				V						
-		ALG 2 (12003	30) 🔽	1.00	1200330 ()				V						
-		US HIST (210	0310) 🔽	1.00	2100310				V						
-		SPANISH 2 (0	708350) 🔽	1.00	0708350 (j)				V						
-		WEIGHT TRA	N 1 (1 🔽	1.00	1501340 ()				V						
-		2-D STUDIO A	RT 2 (🔽	1.00	0101310		1		V						
-		BAND 2 (1302	310) 🔽	1.00	1302310 (j)		2		V						
_		CHORUS 1 (1	303300) 🔽	1.00	1303300		3		V						

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.

Demo	graphic	Enroliment Schedule	Requests	Grades	Absences Activities	Referrals		Audit Gra	ad ISP Page	Files SSS	Choice Bil	ling Search	•
									Auto-Sche	dule this Stud	ent 🗹 Include	Inactive Courses	For All Grade Le
Red	quests An Credits A	nd 2 Alternates and 7.00 Units						Pr	ior Primar	y School: 20	22-2023 (Grade	e 10) Focus High S	chool - 0041
										Appr	oved by Counsel	or: 🗌 Locked for S	Students: 🗌
Ex	port 🛐	Filter: OFF											
		Course 🛊	Credits 🛊	Course # 🛊	School 🛊	Schedule First ∳	Elective Priority 🛊	Term 🛊		Inclusion 🕏	With Teacher	Without Teacher	With Period
									V				
-		ENG 2 (1001340)	1.00	1001340	Focus High School - 0041				V				
-		ALG 2 (1200330)	1.00	1200330 ()	Focus High School - 0041				V				
-		US HIST (2100310)	1.00	2100310	Focus High School - 0041								
-		SPANISH 2 (0708350)	1.00	0708350	Focus High School - 0041								
-		WEIGHT TRAIN 1 (1	1.00	1501340 ()	Focus High School - 0041								
-		2-D STUDIO ART 2 (🔽	1.00	0101310	Focus High School - 0041		1						
-		BAND 2 (1302310)	1.00	1302310	Focus High School - 0041		2						
-		CHORUS 1 (1303300)	1.00	1303300	Focus High School - 0041		3		V				
		AP BIO	1.00	2000340	Garcia High School - 0131								* 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.

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

emog	graphic	Enroliment	Schedule	Requests	Grades	Absences	Activities	Referrals	Test Histor	Audit y Trail	Page	Files SSS Choid		earch	rade Lev
Requ 00 C		d 2 Alternate nd 7.00 Units										School: 2022-2023	(Grade 10) Fo		0041
		Course 🛊		Credits 🛊	Course # 🛊	Schedule First ≑	Elective Priority 🛊	Term 🛊		Inclusion 🛊	With Teacher	Without Teacher	With Period	Without Period	Appro
			V						V						
-		ENG 2 (10013	40) 🔽	1.00	1001340				V						
-		ALG 2 (12003	30) 🔻	1.00	1200330 (ĵ)				V						
-		US HIST (2100)310) 🔽	1.00	2100310				V						
_		BIO 1 (200031	0) 🔽	1.00	2000310				V						
		SPANISH 2 (0	708350) 🔽	1.00	0708350				V						
		WEIGHT TRAI	N 1 (1 🔽	1.00	1501340 (ĵ)				V						
-		2-D STUDIO A	RT 2 (🔽	1.00	0101310		1		V						
_		BAND 2 (1302	310)	1.00	1302310 (ĵ)		2		V						
_		CHORUS 1 (1	303300) 🔽	1.00	1303300		3		V						

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.

						100%	✓ Finish of 7 requ		illed.							
Demog	raphic Enrollme	ent Schedule Requests 0	Arades A	bsences	Activitie	es Re	ferrals	Test Histo	Audit ry Trail	ISF Grad Pa	Files	SSS Cho	pice Billi	ng Search.		•
Effect	ive Date: August	✓ 10 ✓ 2023 ✓ □ Include Ina	ctive Cours	ses					Print Sch	edule	Course List	Weekl	v Planner	Show Florida		elds Save
7 Class	ses 📳											ry School: nd Messag		(Grade 10) Fo		
Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	â	Enrolled	Dropped	Schedule Withdrawal Code	Distance Learning	AGE Online Course Delivery Indicator	Dual Enrollment Student Type	CTE Dual Enrollment Course Location	Funding End Date
	ENG 2	01 01 - 001 - Kathleen O Connor	1001340	001	MTWHF	4 201	Full Year	ſ	Aug 10, 2023	-	N/A	N/A	-	-	-	
	SPANISH 2	Period 2 - 004 - Henry V Alanis	0708350	004	MTWHF	2 205	Full Year	ſ	Aug 10, 2023	-	N/A	N/A	-	-	-	-
	<u>US HIST</u>	Period 3 - 006 - MISS OWL	2100310	006	MTWHF	1 208	Full Year	ſ	Aug 10, 2023	-	N/A	N/A	<u>-</u>	-	-	-
	2-D STUDIO ART 2	Period 4 - 001 - Benton K Snow	0101310	001	MTWHF	4 102	Full Year		Aug 10, 2023	-	<u>N/A</u>	N/A	-	-	-	-

Search for a sec	tion to add							
Any Subject Subject	✓ Course Nu	mber	Course Title	Section ID	Any Period V	Any Teacher	Full Year 🗸	Search
2 Unscheduled Re	Auto-Schedule this	Student					Search	22
Request	Available Seats	Sections	Elective Priority	Has an Un-filled Alternate?	H	as 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.

Any Subject 🗘	Course Number	Course Title	Secti	On Any Period O Ar ID Period Teac		Full Year ᅌ	Search
7 Unscheduled Requests	Auto-Schedule this S	tudent			Se	arch	192
Request	Available Seats	Sections	Elective Priority	Has an Un-filled Alternate?	Has a filled Alternate	e? 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 So	chedule		
i 🔒 https://livedemo.focusschoolsc	ftware.com/focus/Modules.p	hp?modname=Sche	duling/Schedule.php&mod ···	• ♥ ☆ =
Student Schedule			💢 Genara	Marie Abrego
Courses				
View/Edit th	is Course List Students in th	his Course List Unf	illed Requests in this Course	Search
20 Subjects	30 Courses	18-82	5 Sections	12 A A A A A A A A A A A A A A A A A A A
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. Scnience 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.

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.

emog	jraphic	Enrollment Schee	dule Reques	ts Grades	Absences	Activities	Referrals	Test History	Audit Trail	Grad ISP I Page I	Files SSS Choid	ce Billing Se	earch	•
Requ 00 C	uests An Fredits A	d 2 Alternates nd 7.00 Units									School: 2022-2023	(Grade 10) Fo	Courses For All Gr	0041
Exp	ort 🖳	Filter: OFF]							1	Approved by	Counselor:	Locked for Students:	
		Course	Credits	Course # 🛊	Schedule First 	Elective Priority \$	Term	1	Inclusion 🛊	With Teacher	Without Teacher	With Period 🖨	Without Period 🖨	Appro
-		ENG 2 (1001340)	1.00	1001340										
-		ALG 2 (1200330)	1.00	1200330							V		V	
-		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 s Are you sure you want to delete this record	-		
	Cancel	ОК	
le			

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.

Dem	ographic	Enrollment Sche	dule	Requests	Grades	Absences	Activities		Test History	Audit Trail	Grad ISP I Page I	Files SSS Choic	ce Billing Se	earch	•
								Delete	Selecte	ed Requests	Auto-Schedu	Ile this Student	Include Inactive	Courses For All Gra	ade Leve
, Re	quests An Credits A	d 2 Alternates nd 7.00 Units									Prior Primary S	School: 2022-2023	(Grade 10) Fo	cus High School - 0	0041
												Approved by	Counselor: 🗌	Locked for Students:	
Ex	port 🖳	Filter: OFF]												
		Course 		Credits 🛊	Course # 🛊	Schedule First ∳	Elective Priority 🛊	Term	I	nclusion 🛊	With Teacher	Without Teacher	With Period	Without Period	Appro
			V												
-		ENG 2 (1001340)	V	1.00	1001340										
-		ALG 2 (1200330)	V	1.00	1200330										
-		US HIST (2100310)	V	1.00	2100310										
		BIO 1 (2000310)	V	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)	V	1.00	1302310 ()		2								
-		CHORUS 1 (1303300	D) 🔽	1.00	1303300		3								

3. In the confirmation message, click OK.

sandbox.focusschoolsoftware.co	-	1
ie	Cancel	ок
	-	ال

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.

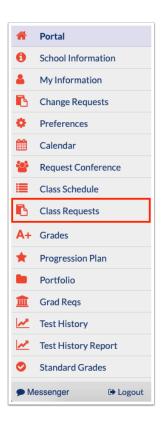
1. If a student is entering a course request for the next year and is currently scheduled into the prerequisite course this year, Focus will assume the student will pass the

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.



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.

	uests An Credits A	d 0 Alternates nd 2.00 Units								Арр	roved by Counselor: No Lo	cked for Students: No
хp	ort 🖺	Filter: OFF										
		Course	Credits 🛊	Course # 🛊	Elective Priority 🛊	Term 🛊	With Teacher	Without Teacher	With Period	Without Period 🛊	Approved By Teacher 🛊	Last Modified
			1									
		ENG 2 (1001340)	1.00	1001340								Weiss, Ashley Mar 08, 2023 10:44
		GEO (1206310)	1.00	1206310								Weiss, Ashley Mar 08, 2023 10:45

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	✓
Math	
Science	
Equally Rigorous course that counts for Science credits	
World History	
US History	US HIST (2100310)
American Government	
Economics	
Algebra 1	
Geometry	✓
Biology	
World Languages	
Approved Practical/ Performing Fine Arts	
Practical Arts	
Physical Education	
Норе	
Vocational	
Exceptional Student	

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)

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

|--|

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

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

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

21 Requirements subject	Course / Elective Priority
English	✓ I
lath	
Science	INTRO TO MARINE (OCB1
Equally Rigorous course that counts for Science credits	
Vorld History	X
JS History	X
American Government	X
Economics	X
Algebra 1	V
Geometry	✓
Biology	X
Vorld Languages	AP SPANISH LIT & CU (07
Approved Practical/ Performing Fine Arts	X
Practical Arts	
Physical Education	V
lope	
/ocational	

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**.

E	rror: Not all of the prerequisites have been taken for SPANISH 2 (0708350)	
-		
mont		Cancel //

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

uests And 3 Alternates Credits And 6.00 Units port 🕘 🥃 Filter: OFF												Approved by Counselor: No Locked for Students: N		
		Course 🛓	Credits 븆	Course #	Elective Priority 🛊	Term 🛊	With Teacher	Without Teacher	With Period 🛊	Without Period 🛊	Approved By Teacher 🛓	Last Modified		
		ENG 2 (1001340)	1.00	1001340							0	Weiss, Ashley Mar 08, 2023 10:44		
		GEO (1206310)	1.00	1206310								Weiss, Ashley Mar 08, 2023 10:45		
		INTRO TO MARINE (OC	1.00	OCB1000								Abe, Charlie Mar 08, 2023 11:04		
		AP SPANISH LIT & CU (1.00	0708410								Abe, Charlie Mar 08, 2023 11:04		
		BAND 1 (1302300)	1.00	1302300	1							Abe, Charlie Mar 08, 2023 11:04		
		THEATRE 1 (0400310)	1.00	0400310	2							Abe, Charlie Mar 08, 2023 11:04		
		2-D STUDIO ART 1 (010 🔽	1.00	0101300	3							Abe, Charlie Mar 08, 2023 11:04		
		MUSIC THEATRE 1 (040	1.00	0400700	4							Abe, Charlie Mar 08, 2023 11:04		
		SOCIOLOGY (2108300)	1.00	2108300								Abe, Charlie Mar 08, 2023 11:04		

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**.

eq) (uests An Credits A	nd 3 Alternates and 6.00 Units	Approved by Counselor: No Locked for Students: No									
хp	oort 🖳	Filter: OFF										
		Course 🛓	Credits	Course # 🛊	Elective Priority 🛊	Term 🛊	With Teacher	Without Teacher	With Period 븆	Without Period 荣	Approved By Teacher 🛊	Last Modified 🛊
		3-D STUDIO ART 1 (010 🚺		0101330	5							
		ENG 2 (1001340)	1.00	1001340								Weiss, Ashley Mar 08, 2023 10:44 AM
		GEO (1206310)	1.00	1206310								Weiss, Ashley Mar 08, 2023 10:45 Af
-		INTRO TO MARINE (OC	1.00	OCB1000								Abe, Charlie Mar 08, 2023 11:04 AM
-		AP SPANISH LIT & CU (1.00	0708410								Abe, Charlie Mar 08, 2023 11:04 AM
-		BAND 1 (1302300)	1.00	1302300	1							Abe, Charlie Mar 08, 2023 11:04 Af
-		THEATRE 1 (0400310)	1.00	0400310	2							Abe, Charlie Mar 08, 2023 11:04 Af
-		2-D STUDIO ART 1 (010 🔽	1.00	0101300	3							Abe, Charlie Mar 08, 2023 11:04 Al
•		MUSIC THEATRE 1 (040 V	1.00	0400700	4							Abe, Charlie Mar 08, 2023 11:04 Al
		SOCIOLOGY (2108300)	1.00	2108300								Abe, Charlie Mar 08, 2023 11:04 Al

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.

Cre	ests And 4 Alternates edits And 6.00 Units	Approved by Counselor: No Locked for Students: N									
C	Course ★	Credits	Course # 🛊	Elective Priority \$	Term	With Teacher	Without Teacher	With Period	Without Period 🛊	Approved By Teacher	Last Modified
]						
	3-D STUDIO ART 1 (0	10 🔽	0101330	5							
0	culinary		.0								Weiss, Ashley Mar 08, 2023 10:44
	CULINARY ARTS 1 (CULINARY ARTS 2 (.0								Weiss, Ashley Mar 08, 2023 10:45
C	CULINARY ARTS 3 (800530)	00								Abe, Charlie Mar 08, 2023 11:04
C	CULINARY ARTS 4 (4 Financial Algebra (12)		.0								Abe, Charlie Mar 08, 2023 11:04
C	AP CALCULUS BC (1 AP CALCULUS AB (1		10	1							Abe, Charlie Mar 08, 2023 11:04
C	PRE-CALCULUS HO	l (1202340)	.0	2							Abe, Charlie Mar 08, 2023 11:04
C	SELF-DETERMINATI		10	3							Abe, Charlie Mar 08, 2023 11:04
C	MUSIC THEATRE 1 (0	40 🔽 1.00	0400700	4							Abe, Charlie Mar 08, 2023 11:04
C	SOCIOLOGY (210830	D) 🔽 1.00	2108300								Abe, Charlie Mar 08, 2023 11:04

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

Ċ	Credits A	nd 4 Alternates And 6.00 Units	Approved by Counselor: No Locked for Students: No									
I		Course 🛊	Credits 🛓	Course # 🛓	Elective Priority 🛊	Term ⋕	With Teacher	Without Teacher	With Period	Without Period	Approved By Teacher	Last Modified
		CULINARY ARTS 1 (880 🔽		8800510	5							
Ī		ENG 2 (1001340)	1.00	1001340								Weiss, Ashley Mar 08, 2023 10:44 A
		GEO (1206310)	1.00	1206310								Weiss, Ashley Mar 08, 2023 10:45 A
•		INTRO TO MARINE (OC	1.00	OCB1000								Abe, Charlie Mar 08, 2023 11:04 A
•		AP SPANISH LIT & CU (1.00	0708410								Abe, Charlie Mar 08, 2023 11:04 A
•		BAND 1 (1302300)	1.00	1302300	1							Abe, Charlie Mar 08, 2023 11:04 A
•		THEATRE 1 (0400310)	1.00	0400310	2							Abe, Charlie Mar 08, 2023 11:04 A
•		2-D STUDIO ART 1 (010 🔽	1.00	0101300	3							Abe, Charlie Mar 08, 2023 11:04 A
		MUSIC THEATRE 1 (040	1.00	0400700	4							Abe, Charlie Mar 08, 2023 11:04 A
		SOCIOLOGY (2108300)	1.00	2108300								Abe, Charlie Mar 08, 2023 11:04 A

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

sandbox.focusschoolsoftware.com s Are you sure you want to delete this recor	-	F
	Cancel	ок

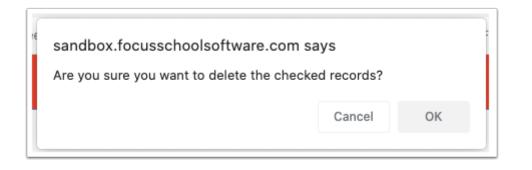
14. To delete multiple requests, select the check box next to each request to delete.

0 0	uests And 3 Alternates Credits And 6.00 Units port 🕘 🥽 Fliter: OFF											Approved by Counselor: No Locked for Students: No		
		Course	Credits 🛊	Course # 🛓	Elective Priority \$	Term 🛊	With Teacher	Without Teacher	With Period 🛊	Without Period 븆	Approved By Teacher	Last Modified		
											0			
		ENG 2 (1001340)	1.00	1001340								Weiss, Ashley Mar 08, 2023 10:44 A		
		GEO (1206310)	1.00	1206310								Weiss, Ashley Mar 08, 2023 10:45 A		
-		INTRO TO MARINE (OC	1.00	OCB1000								Abe, Charlie Mar 08, 2023 11:04 A		
-		AP SPANISH LIT & CU (V	1.00	0708410								Abe, Charlie Mar 08, 2023 11:04 A		
-		BAND 1 (1302300)	1.00	1302300	1							Abe, Charlie Mar 08, 2023 11:04 A		
-		THEATRE 1 (0400310)	1.00	0400310	2							Abe, Charlie Mar 08, 2023 11:04 A		
-		2-D STUDIO ART 1 (010 🔽	1.00	0101300	3							Abe, Charlie Mar 08, 2023 11:04 A		
-		MUSIC THEATRE 1 (040	1.00	0400700	4							Abe, Charlie Mar 08, 2023 11:04 A		
_		SOCIOLOGY (2108300)	1.00	2108300								Abe, Charlie Mar 08, 2023 11:04 A		

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

quests And 3 Alternates Credits And 6.00 Units												Approved by Counselor: No Locked for Students	
		Course \$	Credits ♦	Course # 🛓	Elective Priority \$	Term 🛔	With Teacher	Without Teacher	With Period 🛓	Without Period 🛊	Approved By Teacher 🛓	Last Modified	
ſ													
Ī		ENG 2 (1001340)	1.00	1001340								Weiss, Ashley Mar 08, 2023 10:4	
		GEO (1206310)	1.00	1206310								Weiss, Ashley Mar 08, 2023 10:4	
		INTRO TO MARINE (OC	1.00	OCB1000								Abe, Charlie Mar 08, 2023 11:0	
		AP SPANISH LIT & CU (1.00	0708410								Abe, Charlie Mar 08, 2023 11:04	
		BAND 1 (1302300)	1.00	1302300	1							Abe, Charlie Mar 08, 2023 11:04	
		THEATRE 1 (0400310)	1.00	0400310	2							Abe, Charlie Mar 08, 2023 11:0	
		2-D STUDIO ART 1 (010 🔽	1.00	0101300	3							Abe, Charlie Mar 08, 2023 11:0	
	Z	MUSIC THEATRE 1 (040	1.00	0400700	4							Abe, Charlie Mar 08, 2023 11:0	
		SOCIOLOGY (2108300)	1.00	2108300								Abe, Charlie Mar 08, 2023 11:0	

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



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