

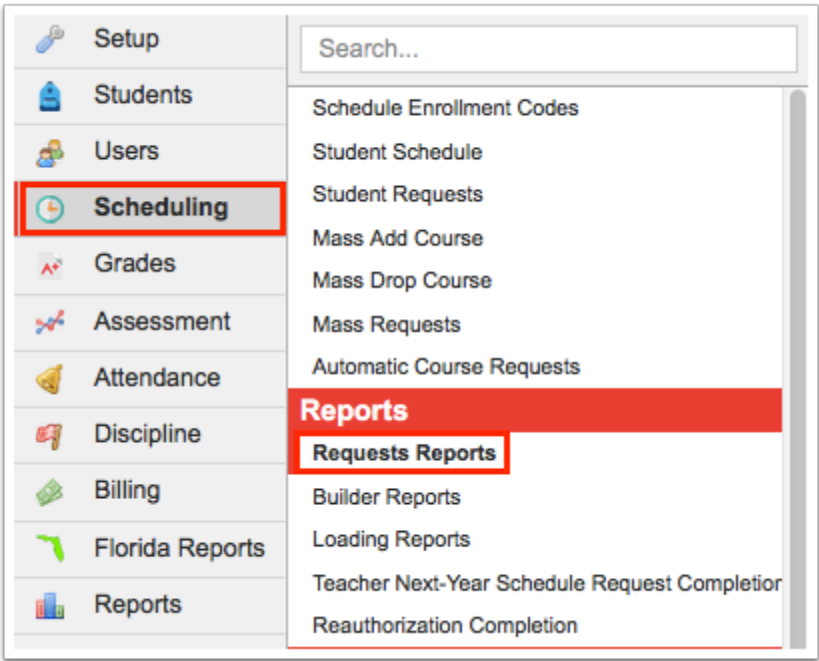
# Requests Reports

The Requests Reports are useful for monitoring course requests and planning sections. The six reports included on this screen are Requests by Course, Print Requests by Student, Print Requests by Course, Duplicate Requests, Students with too many Requests, and Students with too few Requests.

## Viewing the Requests by Course Report

The Requests by Course report displays the number of requests for each course.

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







The Requests by Course tab is opened by default, listing the subject, course, course number, total seats, number of sections (total seats and number of sections are determined by the number of seats in sections from the previous year for the course), number of requests (current demand), number of alternate requests, number of inclusion requests, number of requests by grade level, additional filled seats, and extra seats. The additional filled seats indicates the number of students scheduled into the course without having a request for the course. Negative numbers in the Extra Seats column indicates there is not enough seats based on sections and seat numbers.

Students with too few Requests														
Requests by Course														
Print Requests by Student														
Print Requests by Course														
Duplicate Requests														
Students with too many Requests														
210 Courses														
Subject	Course	Course Num	Total Seats	# Sections	# of Requests	# of Alternate Requests	# of Inclusion Requests	# of 09 Requests	# of 10 Requests	# of 11 Requests	# of 12 Requests	# of 08 Requests	Additional Filled Seats	Extra Seats
Math	ALG 1	1200310	75	3	<u>171</u>			171						-96
	ALG 1-A	1200370	75	3										75
	ALG 1-B	1200380	50	2										50
	ALG 1 HON	1200320		0	<u>20</u>			20						-20
	ALG 2	1200330	100	4	<u>145</u>					145		1		-46
	ALG 2 HON	1200340	60	2	<u>23</u>					23				37
	ANALYSIS OF FUNC HON	1201315	50	2										50
	AP CALCULUS AB	1202310	30	1	<u>53</u>						53			-23
	AP CALCULUS BC	1202320		0	<u>54</u>						54			-54
	AP STAT	1210320	50	2	<u>56</u>						56			-6
	Financial Algebra	1200387	25	1										25
	GEO	1206310	125	5	<u>191</u>				191					-66
	GEO HON	1206320	56	2	<u>23</u>				23					33
	LIB ARTS MATH 1	1207300B		0										0
	LIB ARTS MATH 1	1207300	40	2										40
	LIB ARTS MATH 1	1207300A		0										0
	Math Coll. Readiness	1200700	75	3										75

2. Click on an underlined number of requests to open a list of students with that request in a new tab.





Students with too few Requests														
Requests by Course														
Print Requests by Student														
Print Requests by Course														
Duplicate Requests														
Students with too many Requests														
210 Courses														
Subject	Course	Course Num	Total Seats	# Sections	# of Requests	# of Alternate Requests	# of Inclusion Requests	# of 09 Requests	# of 10 Requests	# of 11 Requests	# of 12 Requests	# of 08 Requests	Additional Filled Seats	Extra Seats
English	AP ENG COMPO	1001420	90	3	<u>25</u>						25			65
	AP ENG LIT COMPO	1001430	72	2										72
	ENG 1	1001310	125	5	<u>171</u>			171						-46
	ENG 1 THROUGH ESOL	1002300	25	1										25
	ENG 2	1001340	100	4	<u>191</u>				191					-91
	ENG 2 THROUGH ESOL	1002310	25	1										25
	ENG 3	1001370	125	5	<u>180</u>					180				-55
	ENG 3 THROUGH ESOL	1002320	25	1										25
	ENG 4	1001400	100	4	<u>138</u>						138			-38
	ENG 4 THROUGH ESOL	1002520	25	1										25
	ENG HON 1	1001320	75	3	<u>20</u>			20						55
	ENG HON 2	1001350	125	5	<u>23</u>				23					102
	PRE-AP ENGLISH 1	1001415		0										0


Search Screen						
Simple List						
Customized List						
Requested: ENG 1						
Grade: 09						
51 Students						
Photo	Student	Student ID	Grade	Priority	Course	Course Num
	Abrego, Bertha	00032021	09		ENG 1	1001310
	Alonso, Betty	00020344	09		ENG 1	1001310
	Arnold, Garoa	00058272	09		ENG 1	1001310
	Ballesteros, Guillermo Manuel	00060817	09		ENG 1	1001310

**i** The number of requests indicated on the report may be different than the number of students who made the request. This is because students who have made the request as an alternate are included in the list of students. Refer to the Priority column in the Student Requests tab to see the priority indicated for the request.

Note: The Priority column does not display when the [alternate course requests](#) functionality is enabled.

3. Click a student's name in the new tab to view and edit the student's requests.

Search Screen <b>Simple List</b> Customized List						
Requested: ENG 1						
Grade: 09						
51 Students						
Search						
Photo	Student	Student ID	Grade	Priority	Course	Course Num
	Abrego, Bertha	00032021	09		ENG 1	1001310
	Alonso, Betty	00020344	09		ENG 1	1001310
	Arnold, Garga	00058272	09		ENG 1	1001310
	Ballesteros, Guillermo Manuel	00060817	09		ENG 1	1001310

Demographic	Enrollment	Schedule	<b>Requests</b>	Grades	Absences	Activities	Referrals	Test History	Audit Trail	Grad	ISP Page	Files	SSS	Choice	Billing	Search...	➔
6 Requests And 2 Alternates 6.00 Credits And 6.00 Units																	
Auto-Schedule this Student <input type="checkbox"/> Include Inactive <input type="checkbox"/> Courses For All Grade Levels																	
Prior Primary School: 2022-2023 (Grade 09) Focus High School - 0041																	
Approved by Counselor: <input type="checkbox"/> Locked for Students: <input type="checkbox"/>																	
Export  Filter: OFF																	
<input type="checkbox"/>	Course	Credits	Course #	Schedule First	Elective Priority	Term	Inclusion	With Teacher	Without Teacher	With Period	Without Period	Approved By Teacher	Last Modified				
<input type="checkbox"/>	ENG 1 (1001310)	1.00	1001310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weiss, Ashley Feb 24, 2023 11:59 AM				
<input type="checkbox"/>	ALG 1 (1200310)	1.00	1200310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weiss, Ashley Feb 24, 2023 11:59 AM				
<input type="checkbox"/>	BIO 1 (2000310)	1.00	2000310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weiss, Ashley Feb 24, 2023 11:59 AM				
<input type="checkbox"/>	WORLD HIST (2109...	1.00	2109310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weiss, Ashley Feb 24, 2023 11:59 AM				
<input type="checkbox"/>	SPANISH 1 (0708340)	1.00	0708340	<input type="checkbox"/>	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weiss, Ashley Feb 24, 2023 04:04 PM				
<input type="checkbox"/>	INDIVIDUAL SPRTS ...	1.00	1502410	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weiss, Ashley Feb 24, 2023 12:19 PM				
<input type="checkbox"/>	2-D STUDIO ART 1 (...)	1.00	0101300	<input type="checkbox"/>	2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weiss, Ashley Feb 24, 2023 12:22 PM				
<input type="checkbox"/>	PEER COUN 1 (140...	1.00	1400300	<input type="checkbox"/>	3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weiss, Ashley Feb 24, 2023 12:22 PM				
Save																	
Add a Request: Quick List																	
21 Requirements																	
Subject																	
English																	
Course / Elective Priority																	
✓ <input type="checkbox"/>																	

4. Close the tab when finished.

5. Click the course link to view the course information in the Courses & Sections screen, which will open in a new tab.

Students with too few Requests														
Requests by Course														
Print Requests by Student														
Print Requests by Course														
Duplicate Requests														
Students with too many Requests														
210 Courses														
Filters: OFF														
Search														
Subject	Course	Course Num	Total Seats	# Sections	# of Requests	# of Alternate Requests	# of Inclusion Requests	# of 09 Requests	# of 10 Requests	# of 11 Requests	# of 12 Requests	# of 08 Requests	Additional Filled Seats	Extra Seats
English	AP ENG COMPO	1001420	90	3	25						25			65
	AP ENG LIT COMPO	1001430	72	2										72
	ENG 1	1001310	125	5	171			171						-46
	ENG 1 THROUGH ESOL	1002300	25	1										25
	ENG 2	1001340	100	4	191				191					-91
	ENG 2 THROUGH ESOL	1002310	25	1										25
	ENG 3	1001370	125	5	180					180				-55
	ENG 3 THROUGH ESOL	1002320	25	1										25
	ENG 4	1001400	100	4	138						138			-38
	ENG 4 THROUGH ESOL	1002520	25	1										25
	ENG HON 1	1001320	75	3	20			20						55
	ENG HON 2	1001350	125	5	23				23					102
	PRE-AP ENGLISH 1	1001415		0										0

ENG 1

1001310

ENG 1

Course Number

Title

Prerequisites 1

Prerequisites 2

Prerequisites 3

English

Graduation Requirements Subject

Graduation Requirements Subject 2

Graduation Requirements Subject 3

0.5

Credits per Course

History Term

Allow Students to Request this Course

Allow Teachers to Approve Requests

Schedule this Course first

WDIS OCP Hours

N/A

N/A

English

Subject

Grade Level(s)

Automatic

Course Length

Allow Teachers to Request This Course

Requests Subject

OCF

Course Sequence

CAPE

List Students in this Course

List Unfilled Requests in this Course

Search

Copy

Delete

Save

14 Subjects

Subject

13 Courses

Course

Course Num

5 Sections

Section

Dual Enrollment

AP ENG COMPO

1001420

Period 1 - 004 - Lizette Carol Velasco

Electives

AP ENG LIT COMPO

1001430

Period 2 - 005 - Lizette Carol Velasco

English

ENG 1

1001310

Period 3 - 002 - Carlo Blake Burgess

Exceptional Student

ENG 1 THROUGH ESOL

1002300

Period 5 - 001 - Carlo Blake Burgess

Math

ENG 2

1001340

Period 7 - 003 - Lizette Carol Velasco

No Credit

ENG 2 THROUGH ESOL

1002310

+

Performing Fine Arts

ENG 3

1001370

Physical Education

ENG 3 THROUGH ESOL

1002320

Practical Arts

ENG 4

1001400

Science

ENG 4 THROUGH ESOL

1002520

Social Studies

ENG HON 1

1001320

Temp

ENG HON 2

1001350

Vocational

PRE-AP ENGLISH 1

1001415

World Languages

+

+

6. Close the tab when finished.

7. Click an Additional Filled Seats link to view the list of students who are scheduled into the course but did not have a request for the course in a new tab.

Students with too few Requests														
Requests by Course														
Print Requests by Student														
Print Requests by Course														
Duplicate Requests														
Students with too many Requests														
210 Courses														
Filters: OFF														
Search														
Subject	Course	Course Num	Total Seats	# Sections	# of Requests	# of Alternate Requests	# of Inclusion Requests	# of 09 Requests	# of 10 Requests	# of 11 Requests	# of 12 Requests	# of 08 Requests	Additional Filled Seats	Extra Seats
Math	ALG 1	1200310	75	3	171			171						-96
	ALG 1-A	1200370	75	3										75
	ALG 1-B	1200380	50	2										50
	ALG 1 HON	1200320		0	20			20						-20
	ALG 2	1200330	100	4	145					145			1	-46
	ALG 2 HON	1200340	60	2	23					23				37
	ANALYSIS OF FUNC HON	1201315	50	2										50
	AP CALCULUS AB	1202310	30	1	53						53			-23
	AP CALCULUS BC	1202320		0	54						54			-54
	AP STAT	1210320	50	2	56						56			-6
	Financial Algebra	1200387	25	1										25

8. Click a student's name in the tab to view the student's schedule. Close the tab when finished.

Search ScreenSimple ListCustomized ListCustomize Student List

Scheduled into Course: ALG 2  
Doesn't have Request:

1 Student

Photo

Student

Student ID

Grade

Acosta, Harry P

00058780

10

DemographicEnrollmentScheduleRequestsGradesAbsencesActivitiesReferralsTest HistoryAudit TrailGradISP PageFilesSSSChoiceBilling

Effective Date: August 10 2023

Print ScheduleCourse ListWeekly Planner

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

6 Classes

Delete	Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Dropped	Credits	Last Modified
<input type="checkbox"/>	SPANISH 2	Period 2 - 004 - Henry V Alanis	0708350	004	MTWHF	2 205	Full Year	Aug 10, 2023	...	1.00	Ashley Weiss Feb 23, 2023 10:26 AM
<input type="checkbox"/>	2-D STUDIO ART 2	Period 3 - 002 - Benton K Snow	0101310	002	MTWHF	4 102	Full Year	Aug 10, 2023	...	1.00	Ashley Weiss Feb 23, 2023 10:26 AM
<input type="checkbox"/>	ALG 2	Period 4 - 003 - Archibaldo J Pacheco	1200330	003	MTWHF	4 212	Full Year	Aug 10, 2023	...	1.00	Ashley Weiss Feb 23, 2023 10:26 AM
<input type="checkbox"/>	US HIST	Period 5 - 004 - Siro Mechele Varela	2100310	004	MTWHF	1 204	Full Year	Aug 10, 2023	...	1.00	Ashley Weiss Feb 23, 2023 10:26 AM
<input type="checkbox"/>	ENG 2	Period 6 - 003 - Fermina G Dominguez	1001340	003	MTWHF	4 201	Full Year	Aug 10, 2023	...	1.00	Ashley Weiss Feb 23, 2023 10:26 AM
<input type="checkbox"/>	WEIGHT TRAIN 1	Period 7 - 002 - Tiffany B Capote	1501340	002	MTWHF	2 113	Full Year	Aug 10, 2023	...	1.00	Ashley Weiss Feb 23, 2023 10:26 AM

Search for a section to add

Any Subject

Course Number

Course Title

Section ID

Any Period

Any Teacher

Full Year

Search

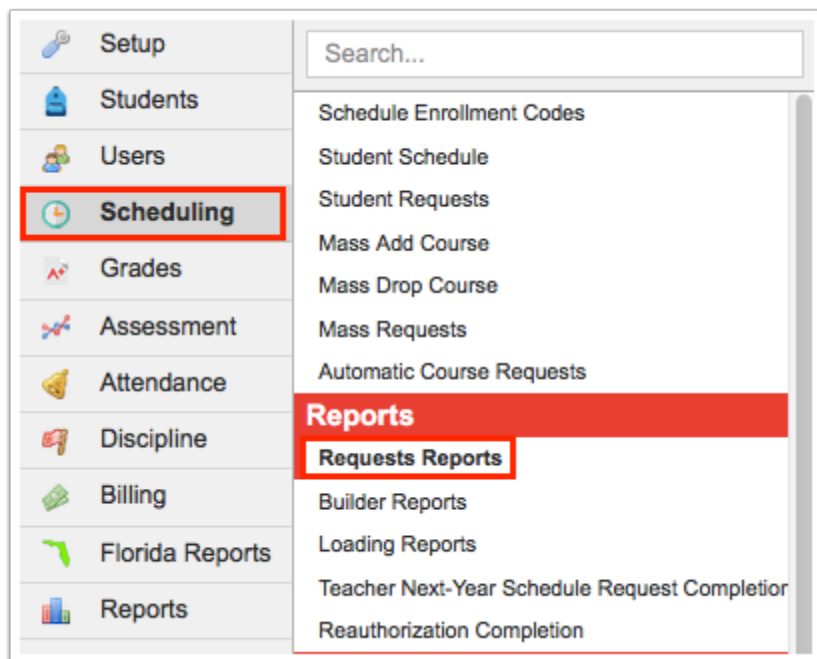
5 Unscheduled RequestsAuto-Schedule this Student

Request	Available Seats	Sections	Elective Priority	Has an Un-filled Alternate?	Has a filled Alternate?	Teacher	Period
JOURN 2	0	0	1				

# Printing Requests by Student

The Print Requests by Student tab is used to print student requests sheets for individual students or for a group of students.

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



2. Click the **Print Requests by Student** tab.

3. In the Search Screen, enter search criteria to locate the student or group of students and click **Download Requests Sheets**.

A screenshot of the 'Student Search' screen. At the top, there are several tabs: 'Requests by Course', 'Print Requests by Student', 'Print Requests by Course', 'Duplicate Requests', and 'Students with too many Requests'. The 'Print Requests by Student' tab is selected and highlighted with a red rectangle. Below the tabs is a search area with a 'Student' input field, a 'More Search Options' link, and several checkboxes: 'Print Multiple Copies for Custodial Contacts at Separate Addresses', 'Letterhead Template' (set to 'None'), 'Sort Requests Sheets by Prior School', 'Sort Requests Sheets by Prior School Year's Periods', 'Search All Schools', and 'Include Inactive Students'. At the bottom right, there is a 'Download Requests Sheets' button highlighted with a red rectangle and a 'Reset' button.

A PDF preview of the requests sheets is displayed, which can be saved to your computer or printed.

 Students with zero requests will have a requests sheet printed.

4. Click **Return to Focus** to go back to the Requests Reports screen.

Return To Focus

Modules.php

1 / 749 | 100%

Download

Print

Live Demo - Focus Student Requests

Abe, Charlie Noel

10

Focus High School - 0041

Mar 1, 2023

4400055879

7 Requests and 2 Alternates, 7.00 Credits

Course	Credits	Course Number	Elective Priority
2-D STUDIO ART 2	1.00	0101310	3
SPANISH 2	1.00	0708350	2
ENG 2	1.00	1001340	
JOURN 2	1.00	1006310	1
GEO	1.00	1206310	
WEIGHT TRAIN 2	1.00	1501350	
INDIV/DUAL SPRTS 1	1.00	1502410	
CHEM 1	1.00	2003340	
US HIST	1.00	2100310	

## Printing Requests by Course

The Print Requests by Course tab is used to print a list of students who have requested specific subjects or courses.

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

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Billing

Florida Reports

Reports

Search...

Schedule Enrollment Codes

Student Schedule

Student Requests

Mass Add Course

Mass Drop Course

Mass Requests

Automatic Course Requests

Reports

Requests Reports

Builder Reports

Loading Reports

Teacher Next-Year Schedule Request Completion

Reauthorization Completion

2. Click the **Print Requests by Course** tab.

Students with too few Requests

Requests by Course   Print Requests by Student   **Print Requests by Course**   Duplicate Requests   Students with too many Requests

**Student Search**

Subjects

Courses

Format PDF

Team

Letterhead Template None

Student Group N/A

☐ Include Inactive Students

Download Class Lists   Reset

3. To print a list of students who have requested certain subjects, select the **Subjects**.
4. To print a list of students who have requested certain courses, select the **Courses**.
5. Select the **Format**. Selecting **PDF** will generate a PDF that can be saved to your computer or printed. Selecting **List** will display a list of the students that can be exported.
6. To limit the results by team, select the **Team**.
7. Select a **Letterhead Template**, if one is set up for printing requests.
8. To limit the results to a specific student group, select the **Student Group**.
9. Select **Include Inactive Students**, if desired.
10. Click **Download Class Lists**.

Students with too few Requests

Requests by Course   Print Requests by Student   **Print Requests by Course**   Duplicate Requests   Students with too many Requests

**Student Search**

Subjects

Courses ENG 1 1001310

Format PDF

Team

Letterhead Template None

Student Group N/A

☐ Include Inactive Students

Download Class Lists   Reset

The PDF or list is generated.

11. Click **Return to Focus** when finished.

Example PDF:



Return To Focus

Modules.php

1 / 3 | 100%

Requests By Course List

ENG 1 1001310

Focus High School - 0041

Mar 1, 2023

171 students

Student	Student ID	Gradelevel	Course	Course Num	Elective Priority	Inclusion
Abbott, Charlie	00082221	09	ENG 1	1001310		
Acevedo, Diem	00023057	09	ENG 1	1001310		
Adams, Ponyboy	00086404	09	ENG 1	1001310		
Alonso, Isabella	00058709	09	ENG 1	1001310		
Alonso, Mary	00055961	09	ENG 1	1001310		
Arana, Torcuato	00087661	09	ENG 1	1001310		
Aranda, Sara	00013275	09	ENG 1	1001310		
Arteaga, Rafaela	00061074	09	ENG 1	1001310		
Atencio, Nancy	00060190	09	ENG 1	1001310		
Bahena, Carl	00086055	09	ENG 1	1001310		
Bahena, Kathleen	00057788	09	ENG 1	1001310		
Baker, Rosinda	00061975	09	ENG 1	1001310		
Banuelos, Anthony	00061982	09	ENG 1	1001310		
Banuelos, Dale	00060272	09	ENG 1	1001310		
Barajas, Kathleen	00059423	09	ENG 1	1001310		
Barela, Barbara	00021572	09	ENG 1	1001310		

Example List:

Return To Focus

Students with too few Requests

Requests by Course

Print Requests by Student

Print Requests by Course

Duplicate Requests

Students with too many Requests

171 requests

Search

Student	Student ID	Gradelevel	Course	Course Num	Elective Priority	Inclusion
Abbott, Charlie	00082221	09	ENG 1	1001310		
Acevedo, Diem	00023057	09	ENG 1	1001310		
Adams, Ponyboy	00086404	09	ENG 1	1001310		
Alonso, Isabella	00058709	09	ENG 1	1001310		
Alonso, Mary	00055961	09	ENG 1	1001310		
Arana, Torcuato	00087661	09	ENG 1	1001310		
Aranda, Sara	00013275	09	ENG 1	1001310		
Arteaga, Rafaela	00061074	09	ENG 1	1001310		
Atencio, Nancy	00060190	09	ENG 1	1001310		
Bahena, Carl	00086055	09	ENG 1	1001310		
Bahena, Kathleen	00057788	09	ENG 1	1001310		
Baker, Rosinda	00061975	09	ENG 1	1001310		
Banuelos, Anthony	00061982	09	ENG 1	1001310		

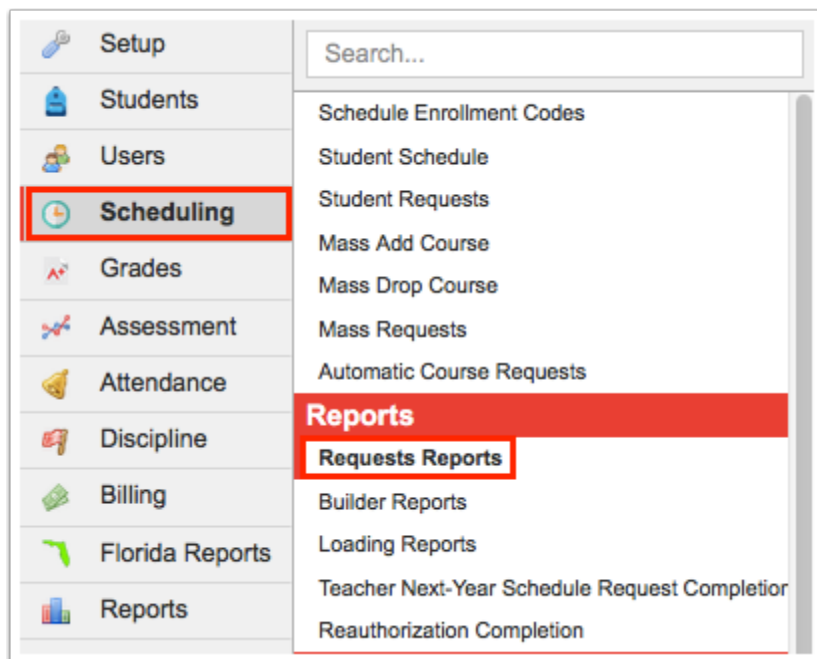
## Viewing the Duplicate Requests Report

The Duplicate Requests report lists students who have more than one request for the same course. If courses have the same course number but are housed in different subject folders, these will not display as duplicate requests. For Florida districts that add an extra digit to a course number, these will also not display as duplicate requests.

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



Requests Reports

Page 9





## 2. Click the **Duplicate Requests** tab.

The student, student ID, course name, course number, and number of requests for that course is listed.

Requests by Course   Print Requests <b>Duplicate Requests</b> Students with too many Requests   Students with too few Requests				
Duplicate requests are requests for courses that were made by a student more than once. These should likely be deleted.				
210 Duplicate Requests 				
<div> Delete All the Duplicate Requests <input type="text" value="Search"/>  </div>				
Student	Student ID	Course	Course Number	Number of Requests
<a href="#">Navarro, Sara Anne</a>	00020609	ENG HON 2	1001350	4
<a href="#">Salcido, Ansaldo Carlos</a>	00061531	ENG HON 2	1001350	4
<a href="#">Heaton, Chris</a>	00063148	GEO	1206310	4
<a href="#">Dockery, Frederick George</a>	00020021	GEO	1206310	4
<a href="#">Currie, Kay Catherine</a>	00057374	ENG HON 2	1001350	4
<a href="#">Rodarte, Prisca Lynn</a>	00057306	GEO	1206310	4
<a href="#">Nicholson, Wayne Brian</a>	00058192	GEO	1206310	4
<a href="#">Turner, Lavinia</a>	00024257	ENG HON 2	1001350	4
<a href="#">Conner, Evelia Isabella</a>	00057339	GEO	1206310	4
<a href="#">Clarke, Tulla Oscar</a>	00059043	GEO	1206310	4

## 3. To edit a student's requests, click the student's name.

Requests by Course   Print Requests <b>Duplicate Requests</b> Students with too many Requests   Students with too few Requests				
Duplicate requests are requests for courses that were made by a student more than once. These should likely be deleted.				
210 Duplicate Requests 				
Delete All the Duplicate Requests				
Search 				
Student	Student ID	Course	Course Number	Number of Requests
Navarro, Sara Anne	00020609	ENG HON 2	1001350	4
Salcido, Ansaldo Carlos	00061531	ENG HON 2	1001350	4
Heaton, Chris	00063148	GEO	1206310	4
Dockery, Frederick George	00020021	GEO	1206310	4
Currie, Kay Catherine	00057374	ENG HON 2	1001350	4
Rodarte, Prisca Lynn	00057306	GEO	1206310	4
Nicholson, Wayne Brian	00058192	GEO	1206310	4
Turner, Lavinia	00024257	ENG HON 2	1001350	4
Conner, Evelia Isabella	00057339	GEO	1206310	4
Clarke, Tulla Oscar	00059043	GEO	1206310	4

The Student Requests screen is opened in a new tab. Make any edits as needed, and close the tab when finished.

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

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

7 Requests And 2 Alternates  
7.00 Credits And 7.00 Units

Prior Primary School: 2022-2023 (Grade 09) 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 ⚡
<input type="checkbox"/>	<input type="text" value=""/>			<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/>	ENG HON 1 (1001320)	1.00	1001320	<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/>	ALG 1 HON (1200320)	1.00	1200320	<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	* undefined	* undefined
<input checked="" type="checkbox"/>	BIO 1 HON (2000320)	1.00	2000320	<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/>	WORLD HIST (2109310)	1.00	2109310	<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/>	SPANISH 1 (0708340)	1.00	0708340	<input type="checkbox"/>	1	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/>	INDIV/DUAL SPRTS ...	1.00	1502410	<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/>	OUTBOARD MARIN...	1.00	9504210	<input type="checkbox"/>	2	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/>	CHORUS 1 (1303300)	1.00	1303300	<input type="checkbox"/>	3	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/>	ENG HON 1 (1001320)	1.00	1001320	<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

4. To delete the duplicate requests for all students in the list, click **Delete All the Duplicate Requests** at the top-right corner of the screen.



Be sure you wish to delete all the duplicate requests in the list, as in some cases duplicate requests are okay.

Requests by Course	Print Requests	Duplicate Requests	Students with too many Requests	Students with too few Requests
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Duplicate requests are requests for courses that were made by a student more than once. These should likely be deleted.

Delete All the Duplicate Requests

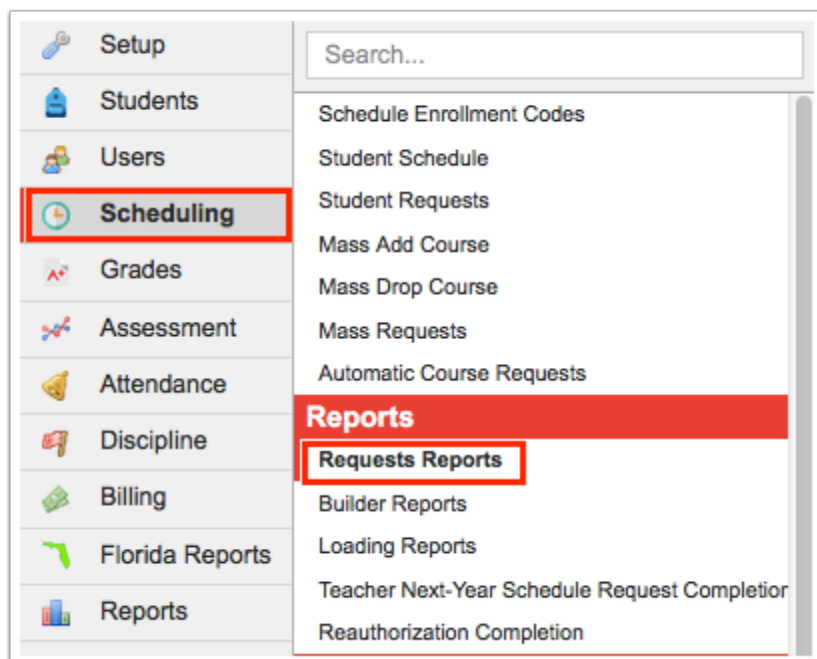
210 Duplicate Requests

Student	Student ID	Course	Course Number	Number of Requests
Navarro, Sara Anne	00020609	ENG HON 2	1001350	4
Salcido, Ansaldo Carlos	00061531	ENG HON 2	1001350	4
Heaton, Chris	00063148	GEO	1206310	4
Dockery, Frederick George	00020021	GEO	1206310	4
Currie, Kay Catherine	00057374	ENG HON 2	1001350	4
Rodarte, Prisca Lynn	00057306	GEO	1206310	4
Nicholson, Wayne Brian	00058192	GEO	1206310	4
Turner, Lavinia	00024257	ENG HON 2	1001350	4
Conner, Evelia Isabella	00057339	GEO	1206310	4
Clarke, Tulla Oscar	00059043	GEO	1206310	4

## Viewing the Students with too many Requests Report


The Students with too many Requests report displays students with more requests than allowed based on the number of semesters and periods scheduled in a school day (periods are selected at the top of the report). Requests with a priority of 2 or higher are not included in the totals since they are alternate requests.

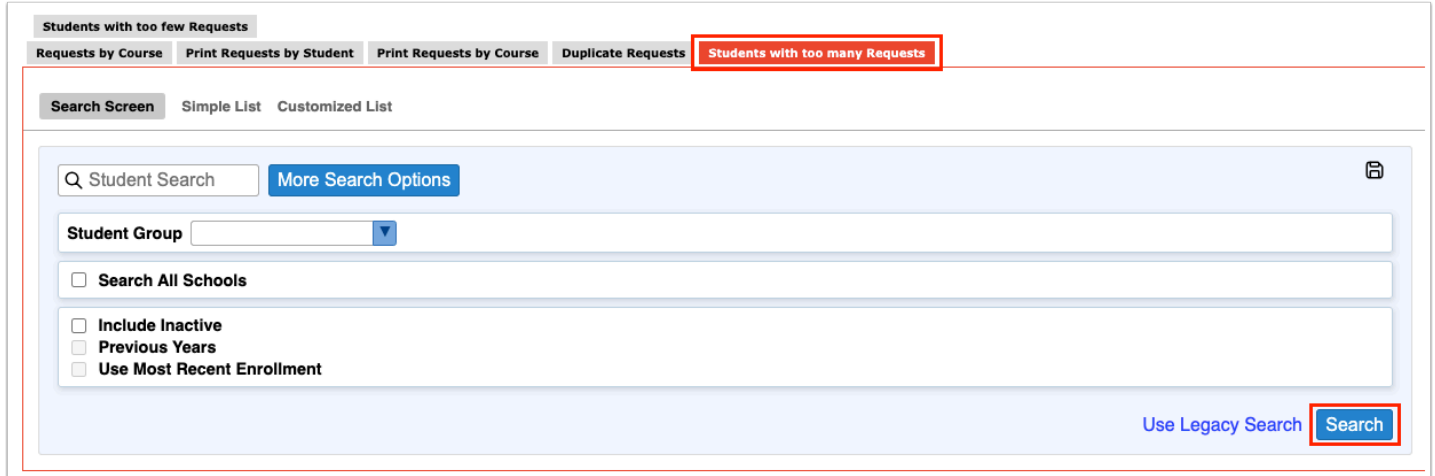
1. In the **Scheduling** menu, click **Requests Reports**.



2. Click the **Student with too many Requests** tab.

3. On the Search Screen, enter search criteria to locate the students you want to view and click **Search**. To view all students who have too many requests, click **Search** without entering any search criteria.

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



The Periods in the School Day at the top of the screen come from the periods set up in Setup > [Periods](#). The periods that are marked as Required for Scheduling in the period setup will be automatically selected by default in Students with too many Requests. Deselect any periods not used for complete scheduling. The report displays the student name, student ID, grade level, number of requests, and number of credits. The system counts requests in the following manner:


- If sections are created for a course requested as full year, the system counts the request as 1
- If sections are created for a course requested as a semester, the system counts the request as 0.5
- If sections are created for a course requested as a quarter, the system counts the request as a 0.25
- If no sections are built for a course, the system looks at the Course Length field set on the course. If the Course Length is set to Automatic, the system will look to the "Default Course Length" [system preference](#).


Students with too few Requests

Requests by Course Print Requests by Student Print Requests by Course Duplicate Requests **Students with too many Requests**

Students with too many requests are students who have requested more classes than there are periods in the day. Requests for semester-long courses are counted as half a request. This excludes requests which are alternates for other requests. You can exclude periods from being part of the normal school day by unchecking them below and clicking Update Periods. Click the student's name to delete or modify his or her requests.

Periods in the School Day: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08 Update Periods

1 Student with too many Requests 

Filters: OFF Search 

Student	Student ID	Gradelevel	Number of Requests	Number of Credits
<a href="#">Abott, Charlie Christopher</a>	00082221	09	8	8.00


4. To edit a student's requests, click the student's name.


Students with too few Requests

Requests by Course Print Requests by Student Print Requests by Course Duplicate Requests **Students with too many Requests**

Students with too many requests are students who have requested more classes than there are periods in the day. Requests for semester-long courses are counted as half a request. This excludes requests which are alternates for other requests. You can exclude periods from being part of the normal school day by unchecking them below and clicking Update Periods. Click the student's name to delete or modify his or her requests.


Periods in the School Day: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08 Update Periods

1 Student with too many Requests 

Filters: OFF Search 

Student	Student ID	Gradelevel	Number of Requests	Number of Credits
<a href="#">Abott, Charlie Christopher</a>	00082221	09	8	8.00

The Student Requests screen is opened in a new tab. Make any edits as needed, and close the tab when finished.


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

8 Requests And 2 Alternates  
8.00 Credits And 8.00 Units

Prior Primary School: 2022-2023 (Grade 09) Focus High School - 0041

Approved by Counselor: ☐ Locked for Students: ☐

Export  Filter: OFF

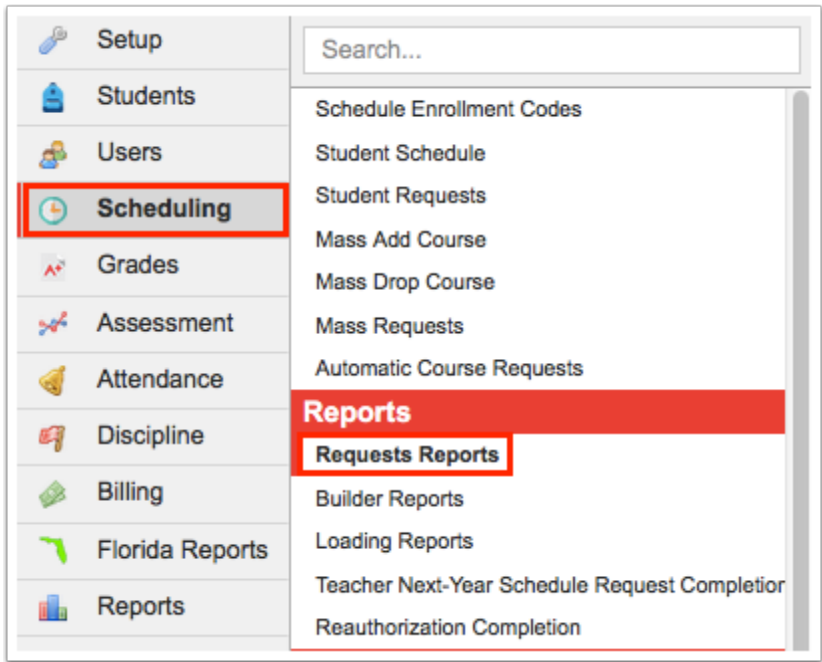
	<input type="checkbox"/>	Course	Credits	Course #	Schedule First	Elective Priority	Term	Inclusion	With Teacher	Without Teacher	With Period	Without Period
	<input type="checkbox"/>	ENG 1 (1001310)	1.00	1001310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	ALG 1 (1200310)	1.00	1200310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	BIO 1 (2000310)	1.00	2000310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	WORLD HIST (2109...	1.00	2109310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	SPANISH 1 (0708340)	1.00	0708340	<input type="checkbox"/>	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	INDIV/DUAL SPRTS ...	1.00	1502410	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	2-D STUDIO ART 1 (...)	1.00	0101300	<input type="checkbox"/>	2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	PEER COUN 1 (140...	1.00	1400300	<input type="checkbox"/>	3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	ENG 1 (1001310)	1.00	1001310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	BIO 1 (2000310)	1.00	2000310	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Viewing the Students with too few Requests Report

The Students with too few Requests report displays students with fewer requests than needed based on the number of semesters and periods scheduled in a school day (periods are selected at the top of the report). Requests with a priority of 2 or higher are not included in the totals since they are alternate requests.

Individual students can be hidden on the report. This may be useful if certain students (such as juniors and seniors) do not need to have requests for all periods. This is controlled by the permission “Allow User to Dismiss Students on Requests Reports” in Users > Profiles.

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



2. Click the **Students with too few Requests** tab.

3. On the Search Screen, enter search criteria to locate the students you want to view and click **Search**. To view all students who have too few requests, click **Search** without entering any search criteria.

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

Requests by Course
Print Requests by Student
Print Requests by Course
Duplicate Requests
Students with too many Requests

Students with too few Requests

Search Screen
Simple List
Customized List

More Search Options

Student Group

☐ Search All Schools

☐ Include Inactive  
☐ Previous Years  
☐ Use Most Recent Enrollment

Use Legacy Search
Search

The Periods in the School Day at the top of the screen come from the periods set up in Setup > [Periods](#). The periods that are marked as Required for Scheduling in the period setup will be automatically selected by default in Students with too few Requests. Deselect any periods not used for complete scheduling. The report displays the student name, grade level, student ID, number of requests, and number of credits. The system counts requests in the following manner:

- If sections are created for a course requested as full year, the system counts the request as 1.
- If sections are created for a course requested as a semester, the system counts the request as 0.5.
- If sections are created for a course requested as a quarter, the system counts the request as a 0.25.
- If no sections are built for a course, the system looks at the Course Length field set on the course. If the Course Length is set to Automatic, the system will look to the "Default Course Length" [system preference](#).

Requests by Course
Print Requests by Student
Print Requests by Course
Duplicate Requests
Students with too many Requests

Students with too few Requests

Students with too few requests are students who have requested fewer classes than there are periods in the day. Requests for semester-long courses are counted as half a request. This report excludes requests which are alternates for other requests. You can exclude periods from being part of the normal school day by unchecking them below and clicking Update Periods. Click the student's name to add to his or her requests.

Periods in the School Day:
☒ 01
☒ 02
☒ 03
☒ 04
☒ 05
☒ 06
☒ 07
☐ 08
Update Periods

Hide Dismissed Students
Save Dismissed Students

704 Students with too few Requests

Filters: OFF
Search

Dismiss Student	Student	Gradelevel	Student ID	Number of Requests	Number of Credits
<input type="checkbox"/>	<a href="#">Abott, Charlie Christopher</a>	09	00082221	6	6.00
<input type="checkbox"/>	<a href="#">Acevedo, Diem Donna</a>	09	00023057	6	6.00
<input type="checkbox"/>	<a href="#">Adams, Ponyboy Henry</a>	09	00086404	6	6.00
<input type="checkbox"/>	<a href="#">Alonso, Isabella Belly</a>	09	00058709	6	6.00
<input type="checkbox"/>	<a href="#">Alonso, Mary Shelley</a>	09	00055961	6	6.00
<input type="checkbox"/>	<a href="#">Arana, Torcuato Katelynn</a>	09	00087661	6	6.00
<input type="checkbox"/>	<a href="#">Aranda, Sara Yasuel</a>	09	00013275	6	6.00
<input type="checkbox"/>	<a href="#">Arteaga, Rafaela Nicole</a>	09	00061074	6	6.00
<input type="checkbox"/>	<a href="#">Atencio, Nancy</a>	09	00060190	6	6.00
<input type="checkbox"/>	<a href="#">Bahena, Carl</a>	09	00086055	6	6.00
<input type="checkbox"/>	<a href="#">Bahena, Kathleen Cannon</a>	09	00057788	6	6.00
<input type="checkbox"/>	<a href="#">Baker, Duane Marie</a>	12	00060028	6	5.00



4. If you have the profile permission “Allow User to Dismiss Students on Requests Reports,” you can hide students on the report by selecting the **Dismiss Student** check box next to each applicable student and clicking **Save Dismissed Students**.

Requests by Course
Print Requests by Student
Print Requests by Course
Duplicate Requests
Students with too many Requests

Students with too few Requests

Students with too few requests are students who have requested fewer classes than there are periods in the day. Requests for semester-long courses are counted as half a request. This report excludes requests which are alternates for other requests. You can exclude periods from being part of the normal school day by unchecking them below and clicking Update Periods. Click the student's name to add to his or her requests.

Periods in the School Day: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08 Update Periods

☐ Hide Dismissed Students
☒ Save Dismissed Students

Filters: OFF

Dismiss Student	Student	Gradelevel	Student ID	Number of Requests	Number of Credits
<input type="checkbox"/>	Abott, Charlie Christopher	09	00082221	6	6.00
<input type="checkbox"/>	Acevedo, Diem Donna	09	00023057	6	6.00
<input type="checkbox"/>	Adams, Ponyboy Henry	09	00086404	6	6.00
<input type="checkbox"/>	Alonso, Isabella Belly	09	00058709	6	6.00
<input type="checkbox"/>	Alonso, Mary Shelley	09	00055961	6	6.00
<input type="checkbox"/>	Arana, Torcuato Katelynn	09	00087661	6	6.00
<input type="checkbox"/>	Aranda, Sara Yasuel	09	00013275	6	6.00
<input type="checkbox"/>	Arteaga, Rafaela Nicole	09	00061074	6	6.00
<input type="checkbox"/>	Atencio, Nancy	09	00060190	6	6.00
<input type="checkbox"/>	Bahena, Carl	09	00086055	6	6.00
<input type="checkbox"/>	Bahena, Kathleen Cannon	09	00057788	6	6.00
<input checked="" type="checkbox"/>	Baker, Duane Marie	12	00060028	6	5.00
<input checked="" type="checkbox"/>	Baker, Lucie	12	00083102	6	5.00
<input type="checkbox"/>	Baker, Rosinda	09	00061975	6	6.00

The selected students are hidden on the report. The total number of students with too few requests indicated above the report will not change since the students are not permanently removed from the report, just hidden.

5. To re-display the students that were hidden, click **Show Dismissed Students**.

Requests by Course
Print Requests by Student
Print Requests by Course
Duplicate Requests
Students with too many Requests

Students with too few Requests

Students with too few requests are students who have requested fewer classes than there are periods in the day. Requests for semester-long courses are counted as half a request. This report excludes requests which are alternates for other requests. You can exclude periods from being part of the normal school day by unchecking them below and clicking Update Periods. Click the student's name to add to his or her requests.

Periods in the School Day: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08 Update Periods

☒ Show Dismissed Students
☐ Save Dismissed Students

Filters: OFF

Dismiss Student	Student	Gradelevel	Student ID	Number of Requests	Number of Credits
<input type="checkbox"/>	Abott, Charlie Christopher	09	00082221	6	6.00
<input type="checkbox"/>	Acevedo, Diem Donna	09	00023057	6	6.00
<input type="checkbox"/>	Adams, Ponyboy Henry	09	00086404	6	6.00
<input type="checkbox"/>	Alonso, Isabella Belly	09	00058709	6	6.00
<input type="checkbox"/>	Alonso, Mary Shelley	09	00055961	6	6.00
<input type="checkbox"/>	Arana, Torcuato Katelynn	09	00087661	6	6.00
<input type="checkbox"/>	Aranda, Sara Yasuel	09	00013275	6	6.00
<input type="checkbox"/>	Arteaga, Rafaela Nicole	09	00061074	6	6.00
<input type="checkbox"/>	Atencio, Nancy	09	00060190	6	6.00
<input type="checkbox"/>	Bahena, Carl	09	00086055	6	6.00
<input type="checkbox"/>	Bahena, Kathleen Cannon	09	00057788	6	6.00
<input type="checkbox"/>	Baker, Rosinda	09	00061975	6	6.00
<input type="checkbox"/>	Baldwin, Quinta Sarah	10	00060995	6	6.00
<input type="checkbox"/>	Ballesteros, Kevin Braden	11	00059242	6	5.00

The dismissed students are re-displayed on the report.

Requests by Course

Print Requests by Student

Print Requests by Course

Duplicate Requests

Students with too many Requests

Students with too few Requests

Students with too few requests are students who have requested fewer classes than there are periods in the day. Requests for semester-long courses are counted as half a request. This report excludes requests which are alternates for other requests. You can exclude periods from being part of the normal school day by unchecking them below and clicking Update Periods. Click the student's name to add to his or her requests.

Periods in the School Day: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08 

Update Periods

Hide Dismissed Students

Save Dismissed Students

704 Students with too few Requests

Filters: OFF

Search

24/25

Dismiss Student	Student	Gradelevel	Student ID	Number of Requests	Number of Credits
<input type="checkbox"/>	<a href="#">Abott, Charlie Christopher</a>	09	00082221	6	6.00
<input type="checkbox"/>	<a href="#">Acevedo, Diem Donna</a>	09	00023057	6	6.00
<input type="checkbox"/>	<a href="#">Adams, Ponyboy Henry</a>	09	00086404	6	6.00
<input type="checkbox"/>	<a href="#">Alonso, Isabella Belly</a>	09	00058709	6	6.00
<input type="checkbox"/>	<a href="#">Alonso, Mary Shelley</a>	09	00055961	6	6.00
<input type="checkbox"/>	<a href="#">Arana, Torcuato Katelynn</a>	09	00087661	6	6.00
<input type="checkbox"/>	<a href="#">Aranda, Sara Yasuel</a>	09	00013275	6	6.00
<input type="checkbox"/>	<a href="#">Arteaga, Rafaela Nicole</a>	09	00061074	6	6.00
<input type="checkbox"/>	<a href="#">Atencio, Nancy</a>	09	00060190	6	6.00
<input type="checkbox"/>	<a href="#">Bahena, Carl</a>	09	00086055	6	6.00
<input type="checkbox"/>	<a href="#">Bahena, Kathleen Cannon</a>	09	00057788	6	6.00
<input checked="" type="checkbox"/>	<a href="#">Baker, Duane Marie</a>	12	00060028	6	5.00
<input checked="" type="checkbox"/>	<a href="#">Baker, Lucie</a>	12	00083102	6	5.00
<input type="checkbox"/>	<a href="#">Baker, Daria</a>	09	00061075	6	6.00

6. Click **Hide Dismissed Students** to hide the dismissed students again.

Requests by Course

Print Requests by Student

Print Requests by Course

Duplicate Requests

Students with too many Requests

Students with too few Requests

Students with too few requests are students who have requested fewer classes than there are periods in the day. Requests for semester-long courses are counted as half a request. This report excludes requests which are alternates for other requests. You can exclude periods from being part of the normal school day by unchecking them below and clicking Update Periods. Click the student's name to add to his or her requests.

Periods in the School Day: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08 

Update Periods

Hide Dismissed Students

Save Dismissed Students

704 Students with too few Requests

Filters: OFF

Search

24/25

Dismiss Student	Student	Gradelevel	Student ID	Number of Requests	Number of Credits
<input type="checkbox"/>	<a href="#">Abott, Charlie Christopher</a>	09	00082221	6	6.00
<input type="checkbox"/>	<a href="#">Acevedo, Diem Donna</a>	09	00023057	6	6.00
<input type="checkbox"/>	<a href="#">Adams, Ponyboy Henry</a>	09	00086404	6	6.00
<input type="checkbox"/>	<a href="#">Alonso, Isabella Belly</a>	09	00058709	6	6.00
<input type="checkbox"/>	<a href="#">Alonso, Mary Shelley</a>	09	00055961	6	6.00
<input type="checkbox"/>	<a href="#">Arana, Torcuato Katelynn</a>	09	00087661	6	6.00
<input type="checkbox"/>	<a href="#">Aranda, Sara Yasuel</a>	09	00013275	6	6.00
<input type="checkbox"/>	<a href="#">Arteaga, Rafaela Nicole</a>	09	00061074	6	6.00
<input type="checkbox"/>	<a href="#">Atencio, Nancy</a>	09	00060190	6	6.00
<input type="checkbox"/>	<a href="#">Bahena, Carl</a>	09	00086055	6	6.00
<input type="checkbox"/>	<a href="#">Bahena, Kathleen Cannon</a>	09	00057788	6	6.00
<input checked="" type="checkbox"/>	<a href="#">Baker, Duane Marie</a>	12	00060028	6	5.00
<input checked="" type="checkbox"/>	<a href="#">Baker, Lucie</a>	12	00083102	6	5.00
<input type="checkbox"/>	<a href="#">Baker, Daria</a>	09	00061075	6	6.00

7. To edit a student's requests, click the student's name.

Requests by Course
Print Requests by Student
Print Requests by Course
Duplicate Requests
Students with too many Requests

Students with too few Requests

Students with too few requests are students who have requested fewer classes than there are periods in the day. Requests for semester-long courses are counted as half a request. This report excludes requests which are alternates for other requests. You can exclude periods from being part of the normal school day by unchecking them below and clicking Update Periods. Click the student's name to add to his or her requests.

Periods in the School Day: ☒ 01 ☒ 02 ☒ 03 ☒ 04 ☒ 05 ☒ 06 ☒ 07 ☐ 08 [Update Periods](#)

[Hide Dismissed Students](#) [Save Dismissed Students](#)

704 Students with too few Requests [Print](#)

[Filters:](#) OFF  [PDF](#)

Dismiss Student	Student	Gradelevel	Student ID	Number of Requests	Number of Credits
<input type="checkbox"/>	<a href="#">Abott, Charlie Christopher</a>	09	00082221	6	6.00
<input type="checkbox"/>	<a href="#">Acevedo, Diem Donna</a>	09	00023057	6	6.00
<input type="checkbox"/>	<a href="#">Adams, Ponyboy Henry</a>	09	00086404	6	6.00
<input type="checkbox"/>	<a href="#">Alonso, Isabella Belly</a>	09	00058709	6	6.00
<input type="checkbox"/>	<a href="#">Alonso, Mary Shelley</a>	09	00055961	6	6.00

The Student Requests screen is opened in a new tab. Make any edits as needed, and close the tab when finished.

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

[Auto-Schedule this Student](#)
☐ Include Inactive
☐ Courses For All Grade Levels

6 Requests And 2 Alternates  
6.00 Credits And 6.00 Units

Prior Primary School: 2022-2023 (Grade 09) 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
<input type="checkbox"/>	<input type="text" value=""/>			<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/>	ENG 1 (1001310)	1.00	1001310	<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
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<input checked="" type="checkbox"/>	WORLD HIST (2109...	1.00	2109310	<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/>	SPANISH 1 (0708340)	1.00	0708340	<input type="checkbox"/>	1	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/>	INDIV/DUAL SPRTS ...	1.00	1502410	<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/>	2-D STUDIO ART 1 (...)	1.00	0101300	<input type="checkbox"/>	2	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/>	PEER COUN 1 (140...	1.00	1400300	<input type="checkbox"/>	3	<input type="text" value=""/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

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