

Alternate Course Requests

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



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

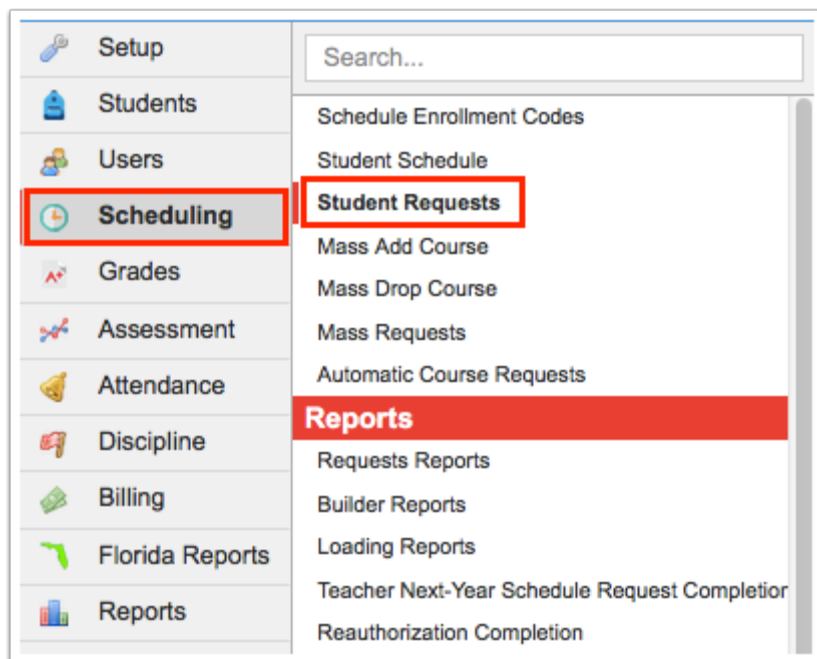


If you import requests from outside of Focus, and you are sending the elective priority number, you cannot enable the alternate student course requests feature in Focus until you have changed the import format to meet the new alternates setup.

Adding Requests Using the Quick List

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




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



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

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

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

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

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

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

1 Request And 0 Alternates
1.00 Credits And 1.00 Units

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

Approved by Counselor: ☐ Locked for Students: ☐

Export
Filter: OFF
Toggle Columns
Save

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

Add a Request: Quick List

18 Requirements

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

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

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

1 Request And 0 Alternates
1.00 Credits And 1.00 Units

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

Approved by Counselor: ☐ Locked for Students: ☐

Export
Filter: OFF
Toggle Columns
Save

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

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

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

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

1 Request And 0 Alternates
1.00 Credits And 1.00 Units

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

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF Toggle Columns

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

Add a Request: Quick List

18 Requirements

Subject

English Language Arts

Mathematics

Algebra I or equivalent

ACCESS ALGEBRA 1A (7912080)

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

Check all Clear (0 / 23) ☐ Exact filter

Filter...

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

☐ **ALG 1-A (1200370)**

☐ **ALG 2 (1200330)**

☐ **ALG 2 HON (1200340)**

☐ **ACCESS ALGEBRA 1A (7912080)**

☐ **COLLEGE ALGEBRA (MAC1105)**

☐ **Financial Algebra (1200387)**

☐ **ANALYSIS OF FUNC HON (1201315)**

☐ **AP CALCULUS AB (1202310)**

☐ **AP CALCULUS BC (1202320)**

☐ **LIBERAL ARTS MA (MGF1106)**

alg

Check all visible Clear selected

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

Save

Add a Request: Quick List

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

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

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7 Requests And 0 Alternates
 1.00 Credits And 1.00 Units

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

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

Export
Filter: OFF
Toggle Columns
Save

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

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

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

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

7 Requests And 4 Alternates
1.00 Credits And 1.00 Units

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

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF Toggle Columns Save

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

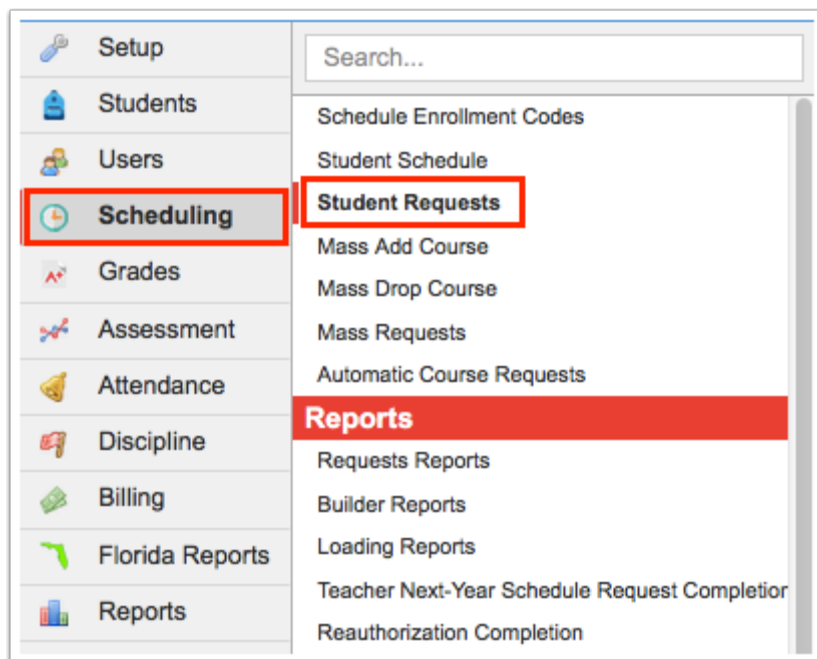
! If a course is requested that a student is currently taking or has already taken, or has already been requested, a warning message will display stating that there is a conflict with the chosen course. You can continue to add the request if the student has to repeat the course or if it is a course the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

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

Adding Requests at the Top of the Screen

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





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



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

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

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

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

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

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

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

1 Request And 0 Alternates
1.00 Credits And 1.00 Units

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

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF Toggle Columns Save

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

Add a Request: Quick List

18 Requirements

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

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

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

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

1 Request And 0 Alternates
1.00 Credits And 1.00 Units

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

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF Toggle Columns Save

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

Filter...

- 2-D Studio Art 1 (0101300)
- 2-D Studio Art 2 (0101310)
- 2-D Studio Art 3 Hon (0101320)
- 3 DIMENS FOUNDATIONS (ART1203)
- 3-D Studio Art 2 (0101340)
- 3-D Studio Art 3 Hon (0101350)
- Abnormal Psychology (CLP3144)
- ABUSED SUBST/EFFECTS (HUS2400)
- ACCESS ALGEBRA 1A (7912080)

Add a Request

18 Requirements

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

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

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

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

1 Request And 0 Alternates
1.00 Credits And 1.00 Units

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

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF Toggle Columns Save

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

Add a Request

18 Requirements

Subject

English Language

Mathematics

Algebra I or equivalent

Geometry or equivalent

Course(s)

✓

Save

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

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

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

1 Request And 0 Alternates
1.00 Credits And 1.00 Units

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

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF Toggle Columns Save

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

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

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

5. Enter the rest of the fields as needed:

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

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

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

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

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

The request is added to the list.

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

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

2 Requests And 2 Alternates
1.00 Credits And 1.00 Units

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

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF Toggle Columns Save

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

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

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

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

7 Requests And 4 Alternates
1.00 Credits And 1.00 Units

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

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF Toggle Columns Save

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

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

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

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

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

7 Requests And 4 Alternates
6.50 Credits And 6.50 Units

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

Export

Filter: ON

Toggle Columns

Save

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

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

Editing Requests

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

Auto-Schedule this Student

☐ Include Inactive

☐ Courses For All Grade Levels

7 Requests And 4 Alternates
6.50 Credits And 6.50 Units

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

Approved by Counselor: ☐

Locked for Students: ☐

Export

Filter: ON

Toggle Columns

Save

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

Deleting Requests Individually

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

Demographic

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

Communication

SSS

Choice

Billing

Auto-Schedule this Student

☐ Include Inactive

☐ Courses For All Grade Levels

7 Requests And 4 Alternates
6.50 Credits And 6.50 Units

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

Approved by Counselor: ☐

Locked for Students: ☐

Export

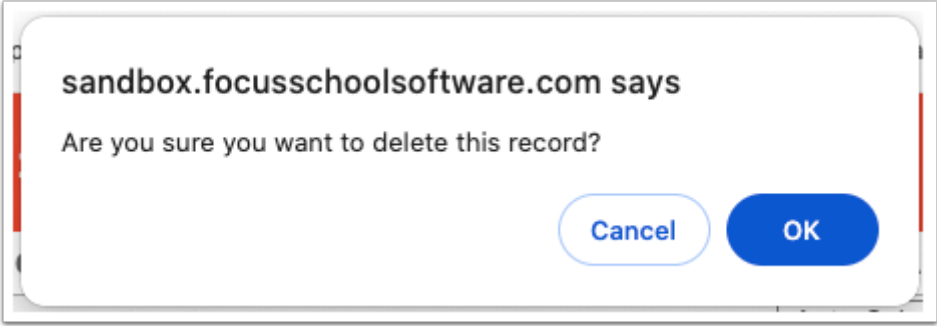
Filter: OFF

Toggle Columns

Save

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

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



The row will be grayed out.

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

DemographicEnrollmentSchedule**Requests**GradesAbsencesActivitiesReferralsTest HistoryAudit TrailGradCommunicationSSSChoiceBilling

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

7 Requests And 4 Alternates
6.50 Credits And 6.50 Units

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

Approved by Counselor: ☐ Locked for Students: ☐

ExportFilter: OFFToggle ColumnsSave

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

Deleting Multiple Requests

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

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

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

7 Requests And 4 Alternates
6.50 Credits And 6.50 Units

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

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF Toggle Columns Save

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

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

sandbox.focusschoolsoftware.com says

Are you sure you want to delete the checked records?

Cancel OK

The selected rows will be grayed out.

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

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

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

7 Requests And 4 Alternates
6.50 Credits And 6.50 Units

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

Approved by Counselor: ☐ Locked for Students: ☐

Export Filter: OFF Toggle Columns **Save**

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

Auto-Scheduling the Student

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

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

DemographicEnrollmentSchedule**Requests**GradesAbsencesActivitiesReferralsTest HistoryAudit TrailGradCommunicationSSSChoiceBilling

Auto-Schedule this Student

☐ Include Inactive☐ Courses For All Grade Levels

7 Requests And 4 Alternates
6.50 Credits And 6.50 Units

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

Approved by Counselor: ☐ Locked for Students: ☐

Export

Filter: OFF

Toggle Columns

Save

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

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

✔ Finished
85.71% of 7 requests filled.

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

Effective Date: August 12 2024 ☐ Include Inactive Courses

Print Schedule

Course List

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

Save

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

7 Classes

Full Year Semester 1 Semester 2

Message

Customize Columns

Mass Update

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

Search for a section to add

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

1 Unscheduled Request

Auto-Schedule this Student

Search

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

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

Search for a section to add

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

1 Unscheduled Request

Auto-Schedule this Student

Search

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

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

Student Schedule

Anthony, Vernon Dudley

00078990 - 11

Courses

View/Edit this Course

List Students in this Course

List Unfilled Requests in this Course

Search

14 Subjects	4 Courses	6 Sections		
Subject	Course	Course Num	Section	Available Seats
No Credit	AP SPANISH LANG & CU	0708400	Period 1 - 003 - Mateo V Alanis	32
Performing Fine Arts	AP SPANISH LIT & CU	0708410	Period 2 - 004 - Mateo V Alanis	32
Physical Education	SPANISH 1	0708340	Period 3 - 002 - Mateo V Alanis	32
Practical Arts	SPANISH 2	0708350	Period 5 - 005 - Mateo V Alanis	32
Science			Period 6 - 001 - Mateo V Alanis	32
Social Studies			Period 7 - 007 - Mateo V Alanis	32
Temp				
Vocational				
World Languages				

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.

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.

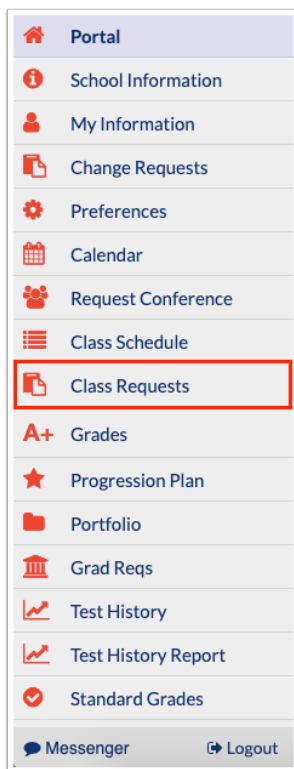
- Focus will review a student's grade history and schedule to determine prerequisite requirements.
- If a student is entering a course request for the next year and is currently scheduled into the prerequisite course this year, Focus will assume the student will pass the

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

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

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

1. Click **Class Requests**.



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

2 Requests And 0 Alternates
2.00 Credits And 2.00 Units

Approved by Counselor: No Locked for Students: No

Export

Filter: OFF

Toggle Columns

Save

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

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

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

Save

Add a Request: Quick List

18 Requirements

Subject

Course(s)

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

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

Save

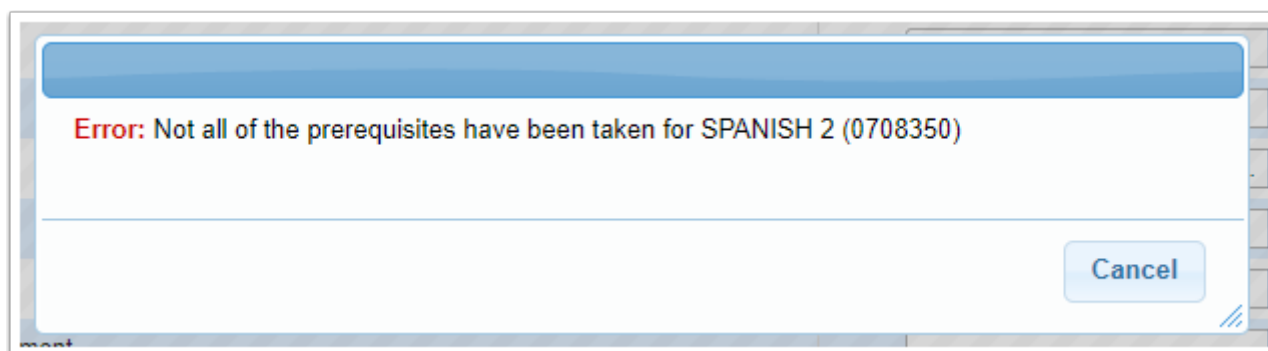
Add a Request: Quick List

18 Requirements
⌵

Subject	Course(s)
English Language Arts	✓ <input type="text"/>
Mathematics	<input type="text"/>
Algebra I or equivalent	<input type="text"/>
Geometry or equivalent	✓ <input type="text"/>
Biology or equivalent or postsecondary course identified as a biology credit	<input type="text"/>
Equally rigorous course that counts for science credit	CHEM 1 (2003340) <input type="text"/>
World History	<input type="text"/>
United States (American) History	US HIST (2100310) <input type="text"/>
United States (American) Government	<input type="text"/>
Economics	<input type="text"/>
Practical Arts with artistic content	<input type="text"/>
Performing Fine Arts	<input type="text"/>
Physical Education	BASKETBALL (1503310) <input type="text"/>
Personal Fitness	<input type="text"/>
World (Foreign) Language Electives	Spanish 2 (0708350) <input type="text"/>
Career & Technical (excluding courses coded PA)	<input type="text"/>
Non Credit	<input type="text"/>

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

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



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

6 Requests And 0 Alternates
 2.00 Credits And 2.00 Units

Approved by Counselor: No Locked for Students: No

Export
Filter: OFF
Toggle Columns
Save

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

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

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

6 Requests And 2 Alternates
2.00 Credits And 2.00 Units

Approved by Counselor: No Locked for Students: No

Export
Filter: OFF
Toggle Columns

☐

Course

Credits

Course #

Term

Alternate Course 1

Alternate Course 2

Alternate Course 3

With Teacher

Without Teacher

With Period

Without Period

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

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

6 Requests And 2 Alternates
2.00 Credits And 2.00 Units

Approved by Counselor: No Locked for Students: No

Export
Filter: OFF
Toggle Columns

☐

Course

Credits

Course #

Term

Alternate Course 1

Alternate Course 2

Alternate Course 3

With Teacher

Without Teacher

With Period

Without Period

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

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

6 Requests And 2 Alternates
2.00 Credits And 2.00 Units

Approved by Counselor: No Locked for Students: No

Export
Filter: OFF
Toggle Columns

☐

Course

Credits

Course #

Term

Alternate Course 1

Alternate Course 2

Alternate Course 3

With Teacher

Without Teacher

With Period

Without Period

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

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

6 Requests And 2 Alternates
2.00 Credits And 2.00 Units

Approved by Counselor: No Locked for Students: No

Export Filter: OFF Toggle Columns Save

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

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

7 Requests And 4 Alternates
2.00 Credits And 2.00 Units

Approved by Counselor: No Locked for Students: No

Export Filter: OFF Toggle Columns Save

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

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

7 Requests And 4 Alternates
2.00 Credits And 2.00 Units

Approved by Counselor: No Locked for Students: No

Export Filter: OFF Toggle Columns Save

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

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

12. Click **Save**.

7 Requests And 4 Alternates
6.50 Credits And 6.50 Units

Approved by Counselor: No Locked for Students: No

Export Filter: ON Toggle Columns Save

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

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

7 Requests And 4 Alternates
6.50 Credits And 6.50 Units

Approved by Counselor: No Locked for Students: No

Export Filter: OFF Toggle Columns Save

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

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

sandbox.focusschoolsoftware.com says

Are you sure you want to delete this record?

Cancel OK

The row will be grayed out.

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

7 Requests And 4 Alternates
6.50 Credits And 6.50 Units

Approved by Counselor: No Locked for Students: No

Export Filter: OFF Toggle Columns Save

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

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

6 Requests And 4 Alternates
6.50 Credits And 6.50 Units

Delete Selected Requests

Approved by Counselor: No Locked for Students: No

Export

Filter: OFF

Toggle Columns

Save

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

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

6 Requests And 4 Alternates
6.50 Credits And 6.50 Units

Delete Selected Requests

Approved by Counselor: No Locked for Students: No

Export

Filter: OFF

Toggle Columns

Save

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

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

sandbox.focusschoolsoftware.com says

Are you sure you want to delete the checked records?

Cancel

OK

The selected rows will be grayed out.

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

6 Requests And 4 Alternates
6.50 Credits And 6.50 Units

Approved by Counselor: No Locked for Students: No

Export

Filter: OFF

Toggle Columns

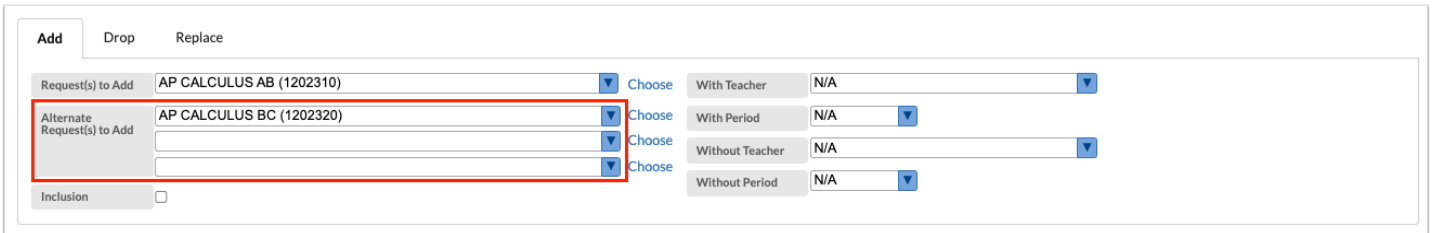
Save

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

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

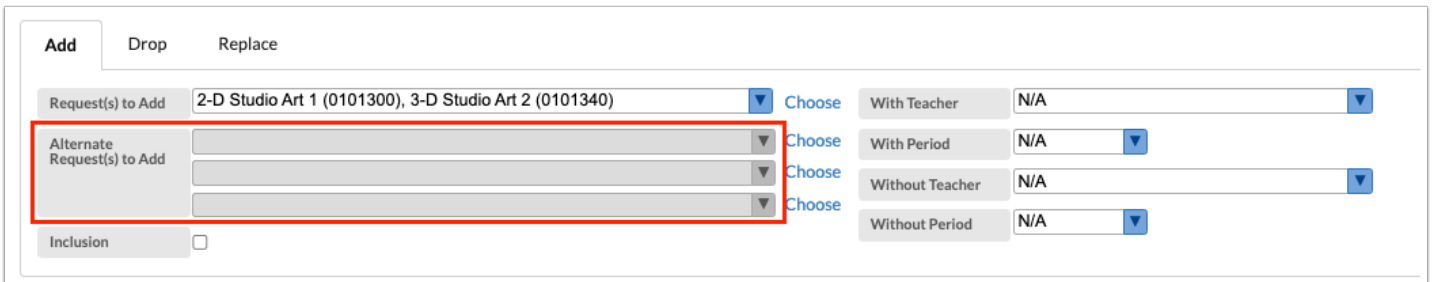
Mass Requests

On the [Mass Requests](#) screen, the Elective Priority field on the Add and Replace tabs will not display. Three "Alternate Request(s) to Add" fields will display instead, allow up to three alternates to be designated. These selections will display in the Alternate Course 1, Alternate Course 2, and Alternate Course 3 fields on the Student Requests screen.



The screenshot shows the 'Add' tab of the Mass Requests form. The 'Request(s) to Add' dropdown is set to 'AP CALCULUS AB (1202310)'. The 'Alternate Request(s) to Add' dropdown is set to 'AP CALCULUS BC (1202320)'. The 'Inclusion' checkbox is unchecked. The 'With Teacher', 'With Period', 'Without Teacher', and 'Without Period' fields are all set to 'N/A'.

If more than one course is selected in the "Request(s) to Add" pull-down, the "Alternate Request(s) to Add" pull-downs are grayed out and cannot be used to add alternates.



The screenshot shows the 'Add' tab of the Mass Requests form. The 'Request(s) to Add' dropdown is set to '2-D Studio Art 1 (0101300), 3-D Studio Art 2 (0101340)'. The 'Alternate Request(s) to Add' dropdown is grayed out. The 'Inclusion' checkbox is unchecked. The 'With Teacher', 'With Period', 'Without Teacher', and 'Without Period' fields are all set to 'N/A'.