

**PLEASE NOTE THAT CORE COURSES ARE NOT FINALIZED AND CLASSES YOU SEE ARE MASS ADDED BEFORE COUNSELORS CHANGE THEM.**

1. Login to FOCUS and change the school year to 2025-2026

The screenshot shows the FOCUS Class Requests interface. The top navigation bar is red and contains the FOCUS logo, a Help button, and the text "Class Requests". On the right, it shows "Yulee High School" and a dropdown menu for the school year, currently set to "2025-2026". A search bar with "Filter..." is also present. The main content area displays a table of course requests. The table has columns for Course, Course #, Credits, Term, Alternate Course 1, Alternate Course 2, Alternate Course 3, With Teacher, and Without Teacher. The table shows 7 requests for 7.00 credits and 7.00 units. A green arrow points to the year selection dropdown menu.

Course	Course #	Credits	Term	Alternate Course 1	Alternate Course 2	Alternate Course 3	With Teacher	Without Teacher	With Period
CHEM 1 HON (2003350)	2003350	1.00							
ENG HON 2 (1001350)	1001350	1.00							
FRENCH 2 (0701330)	0701330	1.00							
ALG 2 HON (1200340)	1200340	1.00							
2-D STUDIO ART 1 (0101300)	0101300	1.00		CHORUS 1 (1303300)					
DEBATE 1 (1007330)	1007330	1.00							
THEATRE 1 (0400310)	0400310	1.00							

\*The student portal would change from purple to red

2. Click "Class requests" on the left side of the page. If the portal is not red, repeat step one 😊

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Course	Course #	Credits	Term	Alternate Course 1	Alternate Course 2	Alternate Course 3	With Teacher	Without Teacher	With Period
CHEM 1 HON (2003350)	2003350	1.00							
ENG HON 2 (1001350)	1001350	1.00							
FRENCH 2 (0701330)	0701330	1.00							
ALG 2 HON (1200340)	1200340	1.00							

**Add a Request: Quick List**

Subject	Course(s)
Equally Rigorous Science	
Career and Technical Education	
Visual and Performing Arts	✓
Electives	
World (Foreign) Languages Elective	✓

3. Scroll down to the electives and type in the name of the electives you want to add (do not add to the top section). Students will choose 4 elective options. Please note, students will not be allowed to add electives not designated for their grade level on their respective elective course sheet.

Requests

Requests And 1 Alternate  
10 Credits And 7.00 Units

Approved by

Export Filter: OFF Toggle Columns

	Course	Course #	Credits	Term	Alternate Course 1	Alternate Course 2	Alternate Course 3	With Teacher	Without Teacher	With Period	Without Period
<input type="checkbox"/>											
<input type="checkbox"/>	CHEM 1 HON (2003...	2003350	1.00								
<input type="checkbox"/>	ENG HON 2 (1001350)	1001350	1.00								
<input type="checkbox"/>	FRENCH 2 (0701330)	0701330	1.00								
<input type="checkbox"/>	ALG 2 HON (1200340)	1200340	1.00								
<input type="checkbox"/>	2-D STUDIO ART 1 (...)	0101300	1.00		CHORUS 1 (1303300)						
<input type="checkbox"/>	DEBATE 1 (1007330)	1007330	1.00								
<input type="checkbox"/>	THEATRE 1 (0400310)	0400310	1.00								

Add a Request: Quick List

Requirements

Subject

Equally Rigorous Science

Career and Technical Education

Visual and Performing Arts

Electives

2-D STUDIO ART 1 (0101300) - (Requested)

- 2-D STUDIO ART 2 (0101310)
- ACTING 2 (0400380)
- AEROSPACE TECH 1 (8600580)
- AEROSPACE TECH 2 (8600680)
- AGRISCIENCE FOUND 1 (8106810)
- AGRITECHNOLOGY 1 (8106820)
- AUTO MAINT/LT RPR 1 (9504110)
- AUTO MAINT/LT RPR 2 (9504120)
- BAND 2 (1302310)

Check all Clear (4 / 27)  Exact filter

Filter...

2-D STUDIO ART 1 (0101300)

4. PRESS SAVE IN BOTH PLACES ON THE REQUEST PAGE. Each save button will individually turn from red to gray once you press them. If you do not press each save button after your elective request, your counselor will not see your choices and will place you into available electives with no course changes.

1<sup>st</sup> save button

4 Requests And 0 Alternates  
7.00 Credits And 7.00 Units

Approved by Counselor: No Locked for Students: No

Export Filter: OFF Toggle Columns Save

<input type="checkbox"/>	Course	Course #	Credits	Term	Alternate Course 1	Alternate Course 2	Alternate Course 3	With Teacher	Without Teacher	With Period
<input type="checkbox"/>	CHEM 1 HON (2003...	2003350	1.00							
<input type="checkbox"/>	ENG HON 2 (1001350)	1001350	1.00							
<input type="checkbox"/>	FRENCH 2 (0701330)	0701330	1.00							
<input type="checkbox"/>	ALG 2 HON (1200340)	1200340	1.00							



Save

Add a Request: Quick List

5 Requirements

Subject	Course(s)
Equally Rigorous Science	
Career and Technical Education	
Visual and Performing Arts	✓
Electives	2-D STUDIO ART 1 (01013...
World (Foreign) Languages Elective	✓

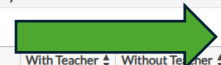
2<sup>nd</sup> save button

8 Requests And 0 Alternates  
7.00 Credits And 7.00 Units

Approved by Counselor: No Locked for Students: No

Export Filter: OFF Toggle Columns Save

<input type="checkbox"/>	Course	Course #	Credits	Term	Alternate Course 1	Alternate Course 2	Alternate Course 3	With Teacher	Without Teacher	With Period
<input type="checkbox"/>	CHEM 1 HON (2003...	2003350	1.00							
<input type="checkbox"/>	ENG HON 2 (1001350)	1001350	1.00							
<input type="checkbox"/>	FRENCH 2 (0701330)	0701330	1.00							
<input type="checkbox"/>	ALG 2 HON (1200340)	1200340	1.00							
<input checked="" type="checkbox"/>	2-D STUDIO ART 1 (...)	0101300								
<input checked="" type="checkbox"/>	AUTO MAINT/LT RP...	9504110								
<input checked="" type="checkbox"/>	DEBATE 1 (1007330)	1007330								
<input checked="" type="checkbox"/>	PSYCH 1 (2107300)	2107300								



Save

Add a Request: Quick List

5 Requirements

Subject	Course(s)
Equally Rigorous Science	
Career and Technical Education	
Visual and Performing Arts	✓
Electives	
World (Foreign) Languages Elective	✓