

# How to Request Courses in Focus:

1. In the **Student Focus account**, switch the year in the top right-hand corner to 2024-2025. Once the year is changed, the school should say Sandalwood High School. Then click on Class Requests.
2. Once you are on the Class Requests screen, choose 6 elective options using the drop-down menu. You can use the green plus sign to add more options. Use the small box to the right of the drop down to number the courses from 1-6, 1 being your first choice (the elective you want the most).
3. Once you have selected your choices, click save in the top right-hand corner. Once you click save, the classes will appear at the top. **If you do not click save and/or the classes do not appear at the top of the screen, the requests will not finalize, and the scheduling team will not see your requests.** You can check that your classes are saved by exiting out and signing back in. If saved, the course requests will still be at the top of the page.

Course	Credits	Course #	Elective Priority	Term	With Teacher	Without Teacher	With Period	Without Period	Last Modified
Advanced IT (900761001)		900761001	1						
2-D Studio Art 1 (010130001)		010130001	2						
SCULPTURE 1 (011131001)		011131001	3						
Band 1 (130230001)		130230001	4						
Culinary Arts 1 (880051001)		880051001	5						
Team Sports 1 (150335001)		150335001	6						

