PLEASE NOTE THAT CORE COURSES <u>ARE NOT FINALIZED</u> AND CLASSES YOU SEE ARE MASS ADDED BEFORE COUNSELORS CHANGE THEM.

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

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*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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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.

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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. <mark>1st save button</mark>

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