

Directions for Selecting Electives Online

We are ready for current 6th and 7th grade students to pick their electives! Please read this email in its entirety as there are directions throughout. **Be sure to use the attachments as well as the directions. You will have until Sunday, May 3rd at midnight to make any selections or changes on your own. Starting Monday, May 4th you must email Ms. Shultz at shultzr@leonschools.net for any additional changes.**

All student course request and schedules are subject to change throughout the summer as we build our master schedule, determine availability of courses, and analyze student data. It is extremely important to pick alternative elective choices.

Parents cannot pick electives for students. It must be completed by the student being logged on to their FOCUS Student Portal account. Parents can only view their requests; Parents cannot make changes, additions, or deletions.

You cannot edit the core classes teachers have already recommended. If you wish to override a teacher's decision, please fill out the Parent Override Form and email it back to Ms. Shultz (shultzr@leonschools.net). If you cannot fill out the form on your computer and you cannot print the form to take a picture of it to email it to me, you are welcome to just send me an email with what you would like changed.

<https://www.leonschools.net/cms/lib/FL01903265/Centricity/Domain/2129/Parental%20Override.pdf>

One semester of PE is required by law for all middle school students. One semester has already been added to all student schedules. You can choose to add the second semester to make it full year. If you wish to opt out of PE, you can fill out the form on your computer or print it and take a picture to email it to me, or just send me an email.

<https://www.leonschools.net/cms/lib/FL01903265/Centricity/Domain/2129/PE%20opt%20out%20form.pdf>

All students MUST start with a full schedule. You can request a partial schedule in August.

Students with Unique Skills on their schedule cannot drop Unique Skills. It is the support class required by law based on the student's IEP. This counts as one of the student's electives.

Students with Intensive Reading on their schedule cannot drop Intensive Reading. Contact Ms. Shultz if you have any questions. This counts as one of the student's electives.

Students will already have their 4 core classes, one semester of PE and possibly a few other courses (such as Unique Skills, Intensive Reading, or even the special electives such as Yearbook or High School Music Theatre which require prior approval to enroll). You must pick additional electives (at least one semester of something and a full-year long elective) to make a full schedule AND an additional two elective choices as alternates. If you have Unique Skills, Intensive Reading, or any of the special electives requiring prior approval, you will not have as many electives to pick to complete this process.

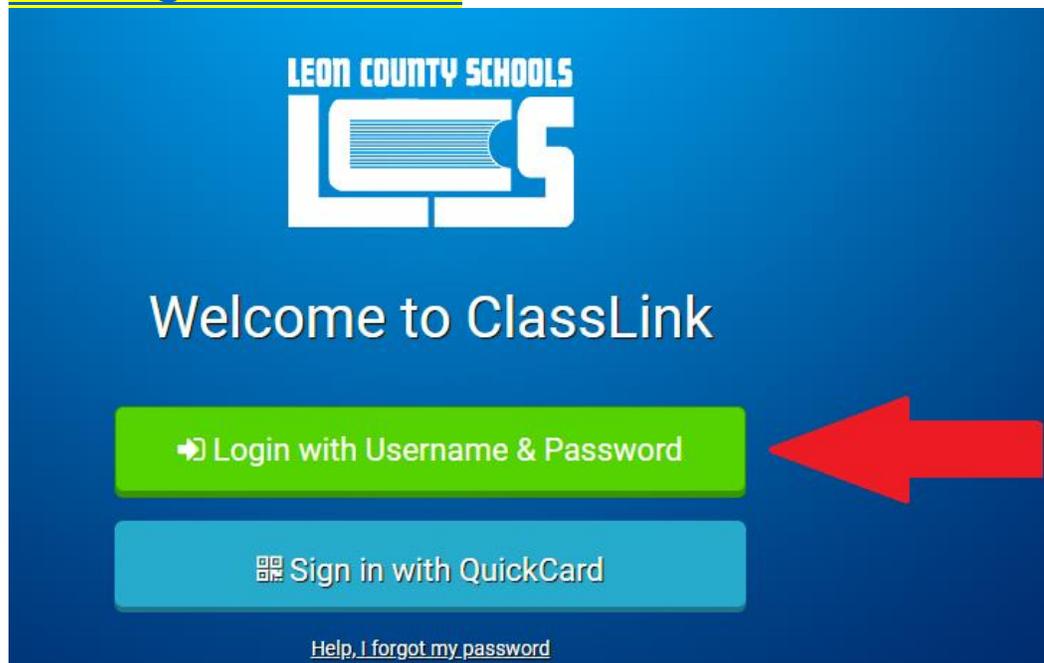
You need 4 core classes, 2 full-years' worth of electives, and 2 alternate electives to be completed.

Step 1: Students can login to their FOCUS Student Portal Account through Classlink.

Start on our website. Click on Classlink at the top right.



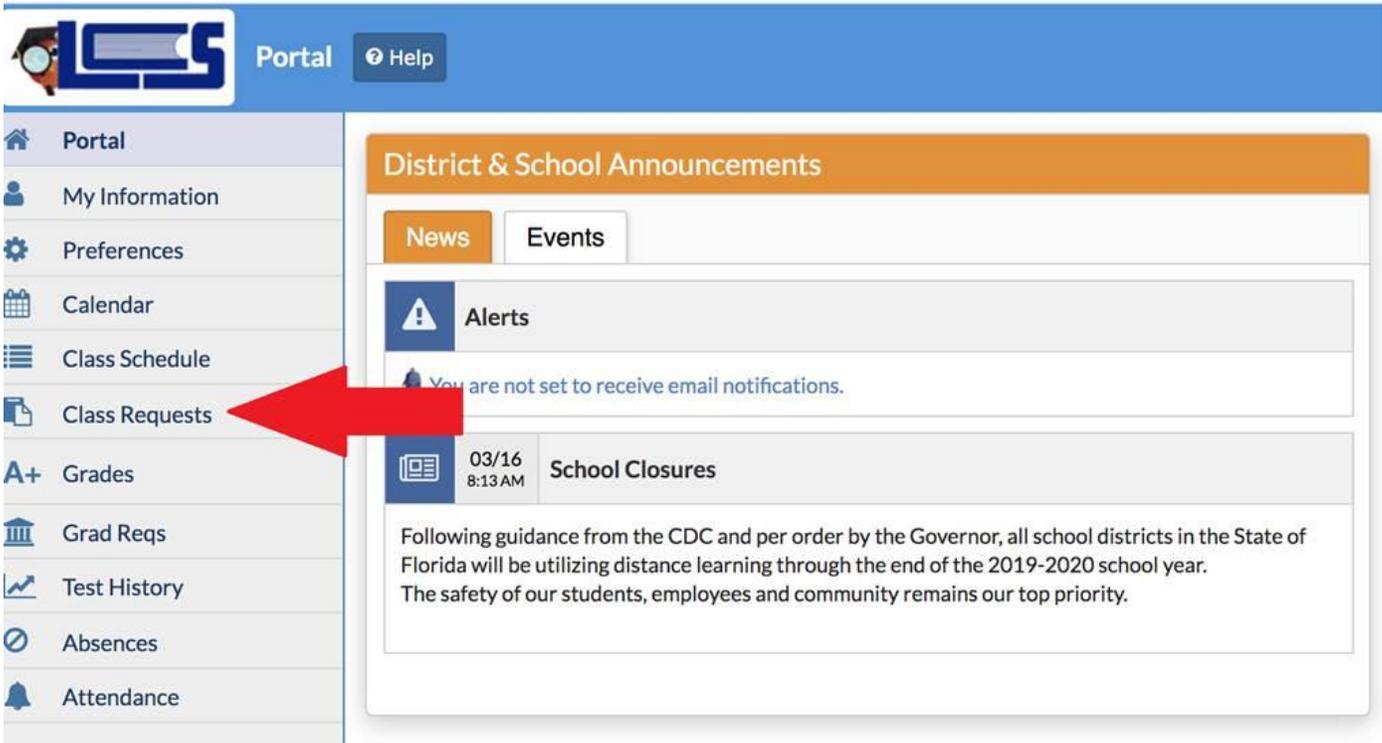
Step 2: Login using with your username your student#@edu.leonschools.net with your password. If you need your password reset, contact Mr. Keltner at keltnera@leonschools.net



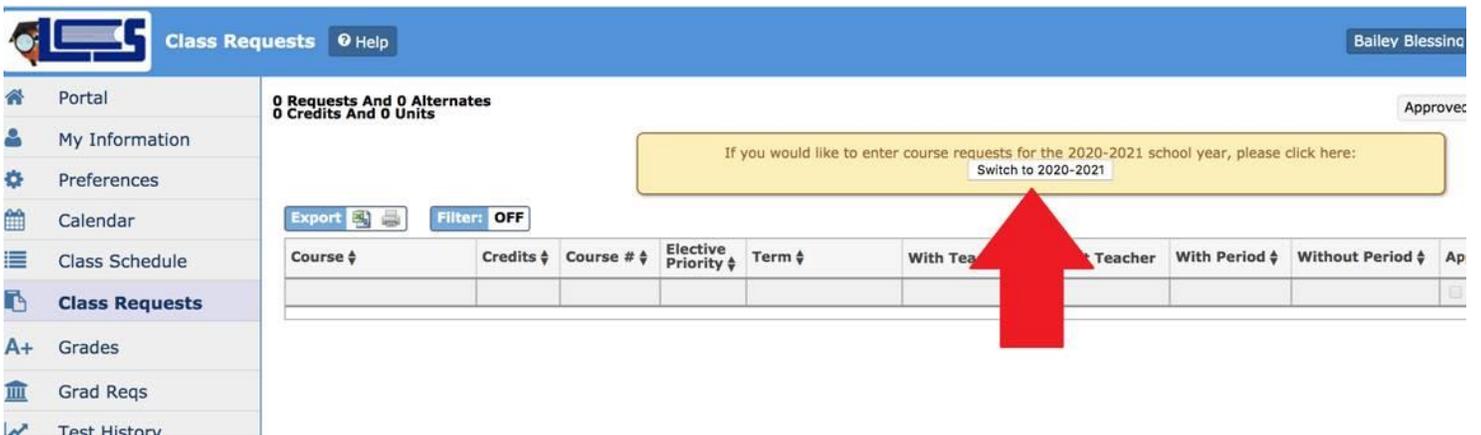
Step 3: Find your FOCUS tile.



Step 4: On your FOCUS home screen, go to Class Requests.



Step 5: Click the button to switch to the 2020-2021 school year



Step 6: Review the core classes and electives that are already on your schedule.

The below student has their 4 core classes and one semester of PE already on there. They need to pick another class that is one semester long, one full-year elective, and two more electives as alternatives.

Class Requests Help

5 Requests And 0 Alternates
0.50 Credits And 4.50 Units

Export Filter: OFF

<input type="checkbox"/>	Course	Credits	Course #	Elective Priority	Term
<input type="checkbox"/>	M/J ACCELERATED ...	0.00	12050200		
<input type="checkbox"/>	M/J COMPRE SCI 1 ...	0.00	20020500		
<input type="checkbox"/>	M/J LANG ARTS 1 A...	0.00	10010200		
<input type="checkbox"/>	M/J WORLD HIST A...	0.00	21090200		
<input type="checkbox"/>	M/J FITNESS GRAD...	0.50	15080000		

Add a Request: Quick List

2 Requirements

Subject	Course / Elective Priority
Electives	<input type="text"/> <input type="text"/>
	<input type="text"/> <input type="text"/>
	<input type="text"/> <input type="text"/>
M/J Electives	<input type="text"/>

Step 7: Add elective courses by using the drop down menus. **Please use the attachment for what course titles and course codes mean.** Sometimes we have to use a code/title we use in the scheduling process does not match 100% with what the course is called with the Teacher. If PE is on your schedule and you are opting out of it, go ahead and add the class you wish to have instead of PE (Just pretend that it is not even there, I will delete it once you submit your waiver).

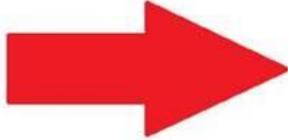
Electives

M/J Electives

Filter

Check all visible Clear selected

- M/J BAND 1 (1302000)
- M/J BAND 2 (13020100)
- M/J CHORUS 2 (13030100)
- M/J CHORUS 3 (13030200)
- M/J ORCH 1 (13020400)
- M/J ORCH 2 (13020500)



Step 8: Click Save

4 Requests And 0 Alternates
0.00 Credits And 4.00 Units

Approved by Counselor: No Locked for Students: No

Export Filter: OFF

<input type="checkbox"/>	Course	Credits	Course #	Elective Priority	Term	With Teacher	Without Teacher	With Period	Without Period	Approved By Te
<input type="checkbox"/>	M/J CIVICS ADV (21...	0.00	21060200							<input type="checkbox"/>
<input type="checkbox"/>	M/J LANG ARTS 2 A...	0.00	10010500							<input type="checkbox"/>
<input type="checkbox"/>	M/J ACCELERATED ...	0.00	12050500							<input type="checkbox"/>
<input type="checkbox"/>	M/J COMPRE SCI 2 ...	0.00	20020800							<input type="checkbox"/>

Add a Request: Quick List

4 Requirements

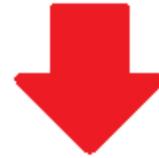
Subject Course / Elective Priority

Foreign Language



Step 9: Pick Alternatives! After you add electives you want to make a full schedule, pick an additional two full year electives as alternates. Click Save again. In the priority column, add a number 2 to your first alternate. Add a number 3 to your second alternate. You do not need to click Save for the priority numbers, just hit enter on your keyboard.

**5 Requests And 0 Alternates
0.50 Credits And 4.50 Units**



Export Filter: OFF

<input type="checkbox"/>	Course ↕	Credits ↕	Course # ↕	Elective Priority ↕	Term ↕
	<input type="text"/>			<input type="text"/>	
<input type="checkbox"/>	M/J ACCELERATED ...	0.00	12050200		
<input type="checkbox"/>	M/J COMPRE SCI 1 ...	0.00	20020500		
<input type="checkbox"/>	M/J LANG ARTS 1 A...	0.00	10010200		
<input type="checkbox"/>	M/J WORLD HIST A...	0.00	21090200		
<input type="checkbox"/>	M/J FITNESS GRAD...	0.50	15080000		

Example of a completed schedule:

This student has 4 core classes. They want one semester of PE and one semester of Art (together makes 1 full year elective), they also want Chorus 1 (second full year elective). As alternatives, their first back up is Band 1 (has a number 2 in the priority column) and Orchestra as their second back up (has a number 3 in the priority column). DONE!

Course ↕	Credits ↕	Course # ↕	Schedule First ↕	Elective Priority ↕
<input type="text"/>			<input type="checkbox"/>	<input type="text"/>
M/J ACCELERATED M...	0.00	12050200	<input type="checkbox"/>	
M/J COMPRE SCI 1 A...	0.00	20020500	<input type="checkbox"/>	
M/J LANG ARTS 1 AD...	0.00	10010200	<input type="checkbox"/>	
M/J WORLD HIST ADV...	0.00	21090200	<input type="checkbox"/>	
M/J FITNESS GRADE ...	0.50	15080000	<input type="checkbox"/>	
M/J BAND 1 (13020000)	0.00	13020000	<input type="checkbox"/>	2
M/J CHORUS 1 (13030...	0.00	13030000	<input type="checkbox"/>	
M/J EXPLORING 2D A...	0.00	01010050	<input type="checkbox"/>	
M/J ORCH 1 (13020400)		13020400	<input type="checkbox"/>	3