



# LEON HIGH SCHOOL GUIDANCE DEPARTMENT

550 E. Tennessee Street, Tallahassee, Florida 32308 | 850.617.5703, office | 850.922.5311, fax

Billy Epting, Principal  
Cari Molinaro, Assistant Principal of Curriculum

Kelly Folmar, Counselor  
Justin Gonner, Counselor  
Sarah Harris, Counselor  
Sam Norris, Counselor

## 2019-2020 Course Request Process

For current Leon students the course selection process will be carried out online through our Student Information System (FOCUS). Math, science, English, and social studies teachers will recommend the next appropriate course in the progression for the 2019-2020 school year. Students will log in to FOCUS, see these recommendations, and request electives.

Below is a step by step process of how this will be carried out:

1. On March 25<sup>th</sup>, math, science, English, and social studies teachers will log into FOCUS and make recommendations for each student.
2. On March 26<sup>th</sup>, English teachers will distribute the 2019-2020 Course Offerings Form.
3. Students will be advised to look over this form and visit the Leon website to read course descriptions of classes they may be interested in taking. All students should review the list of courses offered at Leon High School. They should be aware of the official course title (FL Dept. of Education, Course Code Directory (CCD) title) and the Leon High School course title; this document will be posted on the website.
4. During the last week in March and all of the month of April, students will visit a computer lab with their English class where they will receive instruction from guidance counselors on how to officially log into FOCUS and make their requests. **PLEASE DO NOT SELECT YOUR CLASSES IN FOCUS UNTIL YOUR ENGLISH CLASS HAS MET WITH GUIDANCE.**

Courses will be presented in FOCUS in alphabetical order by their official course title. Each student should have 6 requests entered and three alternates chosen.

The six requests will be comprised of 3 categories:

1. The core classes that have been teacher recommended
2. The first choice electives with a priority level of 1 designated. *(see below example)*
3. Three additional electives with priority levels of 2, 3, and 4 *(alternates)*

<input type="checkbox"/>	Course ↕	Credits ↕	Course # ↕	Schedule First ↕	Elective Priority ↕
	<input type="text"/>			<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	2-D STUDIO ART 2 (...)		01013100 ⓘ	<input type="checkbox"/>	1
<input type="checkbox"/>	CULINARY ARTS 2 (...)		88005200 ⓘ	<input type="checkbox"/>	1