



STEPS TO
**ENTERING ELECTIVE
COURSE REQUESTS**

2025-2026 Coral Shores High School





Entering Elective Course Requests into Focus:

Coral Shores High School students going into grades 10 – 12 will enter their 2025 - 2026 Elective choices into Focus. This step must be done before your scheduling meeting with Guidance Counselors.

Incoming 9th grade students will have their electives entered by Coral Shores staff.



Course Request Sheet:

Before you begin, fill out your paper Course Request Sheet by ranking your preferred electives 1 through 7. Your top 6 elective courses will be what you enter into Focus. You will have more ranked electives than what you enter into Focus.

Use the table at the bottom of your sheet to help enter your electives into Focus.

GRADE 10					
2025-2026 Elective Course Request Sheet					
Choose 7 electives and number them 1 - 7 with 1 being your first choice.					
Academic Electives		Fine Arts		Career & Technical Education	
2000240 AP Biology		1300240 Band 2		8007210 Digital Info Tech	1
2001260 AP Environmental		1300230 Band 3		8003400 Web Technologies	
2100200 AP European History		0400210 Theatre 1	2	8003430 IT Systems and Apps	
2102400 AP Human Geography	6	0400220 Theatre 2		0200205 AP Computer Science	
2107260 AP Psychology		0101200 2-D Studio 1		8000250 Introduction to Engineering	
2000280 Anatomy & Physiology Honors		0101210 2-D Studio 2		8201410 Digital Video Tech 1	
2100270 Comprehensive Law		0101220 3-D Studio 1	5	8201420 Digital Video Tech 2	
2002210 Marine Science 1 Honors		0101230 3-D Studio 2		8504110 Auto Maintenance/Lt Rpr 1	
		1300240 Music of the World		8504120 Auto Maintenance/Lt Rpr 2	
				8504210 Outboard Marine Service 1	
				8504220 Outboard Marine Service 2	
Physical Education		Electives			
1500200 HOPE	3			8700210 Building Construction 1	4
1501210 Basketball 1 & 2		1700400 AVID 2		8700220 Building Construction 2	
1502110 Individual/Dual Sports 1 & 2		2400200 Leadership Skills (1)	7	8000210 Culinary Arts 1	
1500260 Team Sports 1 & 2		2400210 Leadership Techniques (2)		8000220 Culinary Arts 2	
1501240 Weight Training 1 & 2		1000200 Journalism 1		8753210 Grooming & Salon Services / Cosmetology Nails 2	
1501260 Weight Training 1 & 2 Per Weight		1000210 Journalism 2		8805120 Cosmetology Facials 3 / Workplace Essentials	
1502200 Sports Officiating					
1504400 Swimming 1 & 2					
1800210 Drivers Ed** / P.E.					
**Needs Learner's Permit.					
World Languages					
0700240 Spanish 1					
0700260 Spanish 2					
0700400 AP Spanish Lang & Culture					

Once the course registration process is completed and the master schedule is built, schedule changes (with a few exceptions for academic misplacement) cannot be accommodated since personnel as well as instruction materials and supplies, have been allocated to provide the best possible educational experience. The selection of elective courses, including backup electives, represents a commitment to take the course for the entire school year. Schedule changes will not be made unless students are missing a course or scheduled for a course in which they have already earned credit.

Use this table to help you enter your elective choices in Focus. Write your top 6 elective requests below:

1.	Digital Info Tech	Elective Course
2.	Theatre 1	Elective Course
3.	HOPE	Elective Course
4.	Building Construction 1	Alternate Course 1
5.	3-D Studio 1	Alternate Course 2
6.	AP Human Geography	Alternate Course 3

To access our online CURRICULUM GUIDE: www.keyschools.com/cshs
Select "FOR STUDENTS" then "2025-2026 CURRICULUM GUIDE"

Rev. 1.30.25 (lavender)

Example Course Request Sheet



12.0.33 Focus Joanj Help Portal

Portal
My Information
Communication
Change Requests
Preferences
Calendar
Request Conference
Class Schedule
Class Requests

District & School Announcements

News Events

Alerts

You are not set to receive email notifications.

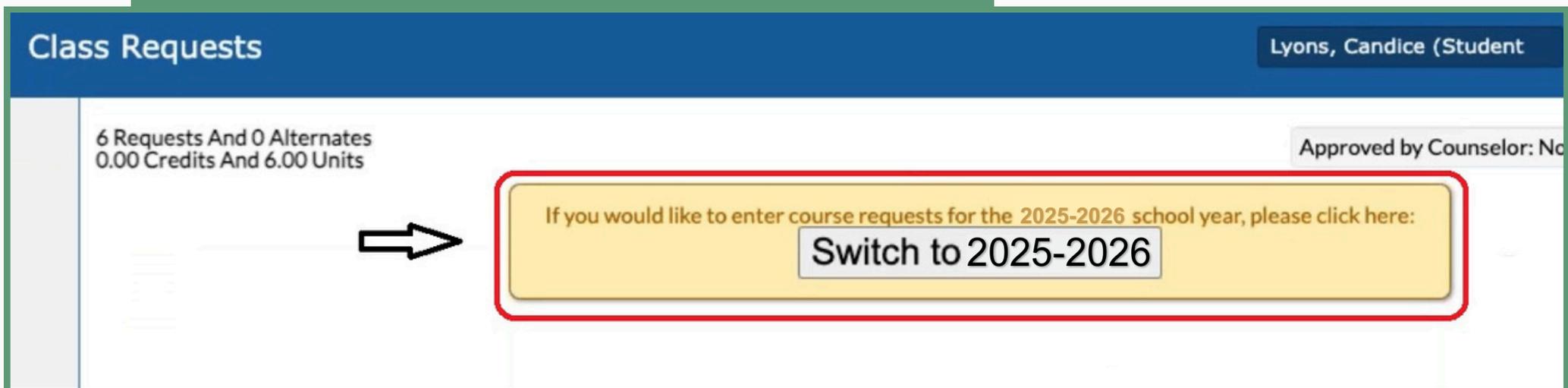
07/19 2:01 PM Final Report Cards District Announcement

Final report cards are now available in the Parent Portal App.

1 Log in to Focus:

To begin entering Elective Course Requests, current students will use their Chromebook to log in to Focus. Click “Class Requests” on the left side of the dashboard.





The screenshot shows a web interface for 'Class Requests'. At the top left, it says 'Class Requests'. At the top right, it says 'Lyons, Candice (Student)'. Below the header, there is a summary: '6 Requests And 0 Alternates' and '0.00 Credits And 6.00 Units'. To the right of this, it says 'Approved by Counselor: No'. A yellow callout box with a red border contains the text: 'If you would like to enter course requests for the 2025-2026 school year, please click here: Switch to 2025-2026'. A white arrow points from the left towards the callout box.

2 Change the School Year:

Click the “Switch to 2025 – 2026” button on the “Class Requests” page to change the school year.

Focus will display in *red* to show you are now working in a different school year.



3 Enter 3 Elective Requests:

Look at your paper Course Request Sheet. You will enter your top 3 elective courses first.

GRADE 10			
2025-2026 Elective Course Request Sheet			
Choose 7 electives and number them 1 - 7 with 1 being your first choice.			
Academic Electives		Fine Arts	
2000340 AP Biology	1302310 Band 2	8207310 Digital Info Tech	1
2001380 AP Environmental	1302320 Band 3	9003420 Web Technologies	
2109380 AP European History	0400310 Theatre 1	9003430 IT Systems and Apps	2
2103400 AP Human Geography	0400320 Theatre 2	0200335 AP Computer Science	
2107350 AP Psychology	0101300 2-D Studio 1	8600550 Introduction to Engineering	
2000380 Anatomy & Physiology Honors	0101310 2-D Studio 2	8201410 Digital Video Tech 1	
2106370 Comprehensive Law	0101330 3-D Studio 1	8201420 Digital Video Tech 2	5
2002510 Marine Science 1 Honors	0101340 3-D Studio 2	9504110 Auto Maintenance/Lt Rpr 1	
		9504120 Auto Maintenance/Lt Rpr 2	
		9504210 Outboard Marine Service 1	
		9504220 Outboard Marine Service 2	
Physical Education		Electives	
1506320 HOPE	1700400 AVID 2	8720310 Building Construction 1	4
1501310 Basketball 1 & 2	2400300 Leadership Skills (1)	8720320 Building Construction 2	7
1502410 Individual/Dual Sports 1 & 2	2400310 Leadership Techniques (2)	8800510 Culinary Arts 1	

Use this table to help enter your elective choices in Focus. Write your top 6 electives below:		
1.	Digital Info Tech	Elective Course
2.	Theatre 1	Elective Course
3.	HOPE	Elective Course
4.	Building Construction 1	Alternate Course 1
5.	3-D Studio 1	Alternate Course 2
6.	AP European History	Alternate Course 3

Example Course Request Sheet

On the “Class Requests” page, click the dropdown box under the “Course” header. Begin typing the course name or seven digit course number of the elective you want to select.

	Course	Credits	Course #	Alternate Course 1	Alternate Course 2	Alternate Course 3
<input type="checkbox"/>	<input type="text" value=""/>			<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>	<input type="text" value="Q digi"/>					
<input type="checkbox"/>	Digital Info Tech (8207310)					
<input type="checkbox"/>	DIG VID TECH 1 (8201410)					
<input type="checkbox"/>	DIG VID TECH 2 (8201420)					

Once the course is selected, press *enter*. Repeat this process until your top 3 electives are entered.

	Course	Credits	Course #	Alternate Course 1	Alternate Course 2	Alternate Course 3
<input type="checkbox"/>	<input type="text" value=""/>			<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>	HOPE-PE V (1506320)...		1506320	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>	THEATRE 1 (0400310)		0400310	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>	Digital Info Tech (8207...)		8207310	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>	BIO 1 (2000310)	1.00	2000310	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/>	WORLD HIST (2109310)	0.50	2109310	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>



4 Enter your Alternate Choices:

The electives you ranked 4 - 6 on your Course Request Sheet are your “Alternate Courses.”

GRADE 10					
2025-2026 Elective Course Request Sheet					
Choose 7 electives and number them 1 - 7 with 1 being your first choice.					
Academic Electives		Fine Arts		Career & Technical Education	
2000340	AP Biology	1302310	Band 2	8207310	Digital Info Tech 1
2001380	AP Environmental	1302320	Band 3	9003420	Web Technologies
2109380	AP European History	0400310	Theatre 1	9003430	IT Systems and Apps 2
2103400	AP Human Geography 6	0400320	Theatre 2	0200335	AP Computer Science
2107350	AP Psychology	0101300	2-D Studio 1	8900550	Introduction to Engineering
2000380	Anatomy & Physiology Honors	0101310	2-D Studio 2	8201410	Digital Video Tech 1
2106370	Comprehensive Law	0101330	3-D Studio 1 5	8201420	Digital Video Tech 2
2002510	Marine Science 1 Honors	0101340	3-D Studio 2	9504110	Auto Maintenance/Lt Rpr 1
				9504120	Auto Maintenance/Lt Rpr 2
				9504210	Outboard Marine Service 1
				9504220	Outboard Marine Service 2
Physical Education		Electives			
1506320	HOPE 3	1700400	AVID 2	8720310	Building Construction 1 4
1501310	Basketball 1 & 2	2400300	Leadership Skills (1) 7	8720320	Building Construction 2

Use this table to help enter your elective choices in Focus. Write your top 6 electives below:		
1.	Digital Info Tech	Elective Course
2.	Theatre 1	Elective Course
3.	HOPE	Elective Course
4.	Building Construction 1	Alternate Course 1
5.	3-D Studio 1	Alternate Course 2
6.	AP European History	Alternate Course 3

Example Course Request Sheet

Next to the electives you entered, you will use the “Alternate Course” dropdown box. “Alternate Course 1” is your 4th ranked elective, “Alternate Course 2” is your 5th ranked elective, etc.

	Course	Credits	Course #	Alternate Course 1	Alternate Course 2	Alternate Course 3
<input type="checkbox"/>						
<input type="checkbox"/>	HOPE-PE V (1506320)...		1506320			
<input type="checkbox"/>	THEATRE 1 (0400310)		0400310			
<input type="checkbox"/>	Digital Info Tech (8207...)		8207310			
<input type="checkbox"/>	BIO 1 (2000310)	1.00	2000310	BLDG CONST TECH 1 (8720310)		
<input type="checkbox"/>				BLDG CONST TECH 2 (8720320)		

Repeat your alternate courses on each elective “Course”. Your elective courses will have the same alternate electives by the time you are finished.

	Course	Credits	Course #	Alternate Course 1	Alternate Course 2	Alternate Course 3
<input type="checkbox"/>						
<input type="checkbox"/>	HOPE-PE V (1506320)...		1506320	BLDG CONST TECH 1...	3-D STUDIO ART 1 (01...)	AP EURO HIST (21093...)
<input type="checkbox"/>	THEATRE 1 (0400310)		0400310	BLDG CONST TECH 1...	3-D STUDIO ART 1 (01...)	AP EURO HIST (21093...)
<input type="checkbox"/>	Digital Info Tech (8207...)		8207310	BLDG CONST TECH 1...	3-D STUDIO ART 1 (01...)	AP EURO HIST (21093...)
<input type="checkbox"/>	BIO 1 (2000310)	1.00	2000310			
<input type="checkbox"/>	WORLD HIST (2109310)	0.50	2109310			



7 Requests And 9 Alternates
1.50 Credits And 3.00 Units

Prior Primary School: (Grade 09) Coral Shores High School - 0041

Approved by Counselor: Locked for Students:

Export Filter: ON Clear All Filters Toggle Columns Save

	Course	Credits	Course #	Alternate Course 1	Alternate Course 2	Alternate Course 3	With Teacher	Without Teacher	With Period	Without Period	Last Modified
<input type="checkbox"/>	Digital Info Tech (82073...)		8207310	BLDG CONST TECH 1 ...	3-D STUDIO ART 1 (01...)	AP EURO HIST (21093...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	THEATRE 1 (0400310)		0400310	BLDG CONST TECH 1 ...	3-D STUDIO ART 1 (01...)	AP EURO HIST (21093...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	HOPE-PE V (1506320) ...		1506320	BLDG CONST TECH 1 ...	3-D STUDIO ART 1 (01...)	AP EURO HIST (21093...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	WORLD HIST (2109310)		2109310				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	GEO (1206310)		1206310				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	BIO 1 (2000310)		2000310				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	ENG 2 (1001340)		1001340				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5 Press “Save”:

When you are finished, click the red “Save” button.

You can use the “Save” button at any time to save your progress.

Your progress will not save automatically. Do not to exit the webpage without saving or you will lose any changes you made.

Now that your electives are entered into Focus and your Course Request Sheet is signed by your parent/guardian, you are ready for the next step in the Scheduling process!



THANK YOU



FOR READING

Deadline to enter Elective Course Requests into Focus and submit your Course Request Sheet to your Homeroom Teacher:

March 12th

Counselors will begin meeting with students who have submitted their form and entered their course requests after Spring Break to review courses for 2025 - 2026.

Visit the [2025 - 2026 Curriculum Guide](#) on the school website for full details regarding how to enter Focus Course Requests and troubleshooting.