

Forms – Office Requests (Administrators)

Office requests may be submitted by office staff requesting a student to report to a specific area.

To create an Office Request Pass:

1. Click the Forms tab.
2. Select Office Request.
3. The form will display.
4. Select the Period/Class from the drop-down.
5. Select the Meeting Date.
6. Select the time.
7. Select the person the student should report to.
8. Select whether the student should bring class/homework or books/belongings with them.
9. Click Submit Request.
10. The submittal confirmation screen will display.

 If you select a school, your request will be reviewed only by staff at that school. If you do not select a school, anyone with permission can approve.

Select School  Title 04/11/2019  

Office Request Pass

Student:  

Student ID: Grade:

Teacher/Room:  

Meeting Date:  

Times:  

OR

Specified Time:

Please send student to:  

☐ Send class/homework ☐ Bring books/belongings

Once an office request has been submitted, a portal alert will display for the selected teacher and an email notification sent.

Teacher email notification	Teacher portal alert				
Form Request - Office Request - 04/14/2019  Focus/SIS Student Information System <do_not_reply@collierschools.com>  Sunday, April 14, 2019 at 4:52 PM Show Details Form Request The following Form Request requires your attention. 04/14/2019 <table> <tr> <td>Requester: </td> <td>Created: April 14, 2019</td> <td>Form Type: Office Request</td> <td></td> </tr> </table>	Requester: 	Created: April 14, 2019	Form Type: Office Request		Alerts  There is 1 "Office Request" form awaiting your approval.
Requester: 	Created: April 14, 2019	Form Type: Office Request			