

Forms – Office Requests (Teacher)

Office requests are submitted by office staff requesting a student from class to report to a specific area.

If the office has submitted a request for a student in your class, a portal alert will display and you will receive an email notification.

Teacher email notification

Form Request - Office Request - 04/14/2019

Focus/SIS Student Information System <do_not_reply@collierschools.com>
Requester: Office
 Sunday, April 14, 2019 at 4:52 PM
[Show Details](#)

Form Request
 The following Form Request requires your attention.

04/14/2019

Requester: Requester: Office	Created: April 14, 2019	Form Type: Office Request	View
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Teacher portal alert

Alerts

There is 1 "Office Request" form awaiting your approval.

Viewing the Office Request Pass:

From the email notification:

1. Click the View button in the email notification.

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Note: When you click the view link in the email notification, it will open using your default browser. Keep in mind that the preferred browser for FOCUS is Chrome, therefore you may have to change your default browser or copy and paste the link into a new tab in Chrome.

OR

From the portal page:

1. Click the portal alerts link on the FOCUS portal page.
2. The Forms approval screen will display.
3. Click the View button to view the office request pass.

Alerts

There is 1 "Office Request" form awaiting your approval.

FOCUS

 Emily Bajema (Teacher) | Barron Collier High (0311) | 2018-2019 | 01 - 301 - ENG HON 1 | Quarter 4

Form Drafts History Pending Approval Approval History

Export: Filters: OFF

Instance ID	Title	Requester	Request Date	Status	
80	04/14/2019		2019-04-14 00:00:00	Pending	View

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- The selected pass will display.

Printing an Office Request Pass

Make sure to print the pass and give it to the student.

From the office request screen:

- Click the print button.

Acknowledging an Office Request

To respond to the request, select one of the options.

- Back to Originator:** To send the request back to the individual who submitted the original request.
- Deny:** To decline the request.
- Approve:** To acknowledge the request.

From the office request screen:

- Click Approve button.

- The originator/requestor will receive an email notification confirming your acknowledgment of receipt.