

Teacher Course Recommendations

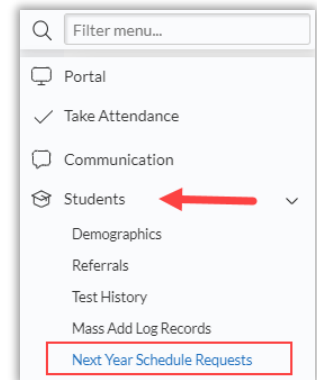
Teachers can now submit Teacher Course Recommendations for next school year for students who are currently scheduled in their class and have an active enrollment record.

Accessing the Next-Year Teacher Schedule Recommendation Feature

Note: In FOCUS, teacher recommendations are referred to as “Next-Year Schedule Requests”.

1. Click the Students tab.
2. Select Next Year Schedule Requests.

The next-year schedule requests window will display.



Entering a Teacher Course Request

3. Select the proper course section in the upper-right corner.
4. A list of your active students for the selected course/section with a current enrollment record will display.
5. In the course column, click the drop-down and select the recommended course for the next school year. The course field will turn **orange**, and the save button will turn **red**.

Note: The course drop-down is dependent upon the primary course selected. For example, if an “English” course was selected, then all English courses are displayed in the drop-down.

6. Click the Save button in the upper right corner to save your requests.
7. You must complete these steps for each student in all courses you teach.

Note: Teacher Course Recommendations become inactive requests when a student is no longer enrolled at your school. The new CCPS school of enrollment can view the inactive requests and decide if the Administrator wants to add them.

