**Using the Student Portal to review and update 2021-22 Course Requests!**

**Current LRHS Students Grade 9, 10, and 11**

**To get into your student portal:**

* **Use the QR code on the right 🡪 🡪 🡪 🡪 🡪 🡪 🡪 🡪**
* **Or go to** [**https://baltimore.focusschoolsoftware.com/focus/**](https://baltimore.focusschoolsoftware.com/focus/)
* **Select**: **Sign in with Microsoft** but do not enter your username and password **yet**!
* When the **next screen** pops up, enter your BCPS username@bcps.org and password.



**The Student Portal is where you can review what core academic courses you were recommended for and what elective courses you requested for the 2021-22 school year. It’s time to do this now!**

* Log in as stated above.
* In the upper righthand corner, make sure the year selected is **2021-22** (You will know you are in year 21/22 because the border of the portal will be **RED**.)
* On the left-hand side click class requests and your request should show. The core courses and courses that are electives will show a priority of a blank space or a 1 to communicate your top choices. A priority of 2,3,4 would be alternates if your top elective picks don’t fit. If you haven’t selected alternates, you should do so in the survey.





* **To adjust or update a course request for an elective class**, use the **QR code below** to access the **Course Request Change Survey**.
* Changes to core subjects must be approved by your teacher or the Department chair. Core subjects include English, Social Studies, Math, and Science.



**Who is your school counselor?**

Use this QR code to update your current course requests for next year.

***Last name A-G*** *-- Ms. Jessica Moody*

***Last name******H-O*** *-- Ms. Tracey Johnson*

***Last name P-Z*** *-- Ms. Sarah Miller*