



Crean Lutheran South High School

Class Request FAQ

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What are Class Requests?

Class Request is the process where you request the classes you would like to take. Some of the classes are based on grade, some of the classes are based on previous work or test scores, and others are based on interest.

Will I find out my teachers when I request classes?

No. At this point in time you will only be selecting your classes. You will receive your final schedule the first day of school.

Does this lock in my class requests or can I make a change to my requests?

You can contact the school prior to the final schedule being built and work with them to make a change.

What happens if I make a mistake and don't realize it until after I save my requests?

Simply contact the school and they can make the change for you.

What steps do I take in order to enter my class requests into the system?

1. Sign on to Focus (found on CLS web site under School Links or <https://focus.clshs.org/focus>)
2. Log in
3. Click on the My Information icon in the tool bar and select Class Requests option.
4. In the lower half of the screen, use the Subject drop down to select the subject (Math, English...)
5. In the list that pops up, select the course (Algebra I).

When may I start entering classes for the 09-10 school year?

Current students will begin requesting classes during their theology class the week of Monday April 20th. If you are absent the day your class makes their requests, a makeup session will be held during lunch on Friday April 24th. If you are unable to make your requests during the week of the 20th, you will need to make an appointment with the front office prior to May 1st.

Incoming students will request classes on Saturday May 16th. If an incoming student is unable to attend on the 16th, they will need to contact the office to schedule a time to request their classes.

When do I need to have my class request completed for the 09-10 school year?

Class requests will be closed on Friday May 1st.

What if I miss the class request deadline?

You will need to make an appointment with the school office.

“There is a time for everything,
and a season for every activity under heaven” Ecclesiastes 3:1