**Directions for Accessing Student Schedules, Room Numbers, and Lunch Assignments in FOCUS**

Student schedules will be available on **August 11th** in the Student Portal in FOCUS.

Schedules may be updated or adjusted, if possible, in the days leading up to the first day of school if one of the criteria below applies:

* Students are scheduled for a course that they already passed and received the credit during the school year or during EYLP (summer school).
* Students are missing a class that is required for graduation.
* Students have an incomplete schedule (that is, fewer than 4 periods per day) unless they have dual enrollment, an internship, or release time.

To Access the form to request a potential change, you can click on this link and fill out the form, your counselor will reach out to you:

[https://forms.office.com/r/WiGsie7GWb](http://track.spe.schoolmessenger.com/f/a/2-QAnwFJYyM_PpF4CyYfgA~~/AAAAAQA~/RgRi9VjIP0QlaHR0cHM6Ly9mb3Jtcy5vZmZpY2UuY29tL3IvV2lHc2llN0dXYlcHc2Nob29sbUIKYRRIJRRhD14HCFIPdmJlYXR5QGJjcHMub3JnWAQAAAAB)

**Accessing the Student Portal in FOCUS**

1. Open a Chrome Browser.
2. Type in the url: [https://baltimore.focusschoolsoftware.com/focus](http://track.spe.schoolmessenger.com/f/a/aiLZ1atezrinL0ziem66Bg~~/AAAAAQA~/RgRi9VjIP0TbaHR0cDovL3RyYWNrLnNwZS5zY2hvb2xtZXNzZW5nZXIuY29tL2YvYS8yNXBaZ0VYZHpDUVVQbDY4M3JuZTR3fn4vQUFBQUFRQX4vUmdSaTlBNWhQMFF2YUhSMGNITTZMeTlpWVd4MGFXMXZjbVV1Wm05amRYTnpZMmh2YjJ4emIyWjBkMkZ5WlM1amIyMHZabTlqZFhOWEIzTmphRzl2YkcxQ0NtRVI0ZG9TWVMtakV0RlNGV0ZzYzI1b2IyeHNZVzVrUUdkdFlXbHNMbU52YlZnRUFBQUFBUX5-VwdzY2hvb2xtQgphFEglFGEPXgcIUg92YmVhdHlAYmNwcy5vcmdYBAAAAAE~).
3. Select ***Login with your BCPS Account***.
4. Enter the student BCPS (username@bcps.org) and the student password.
5. Look in the right corner of the screen to make sure the 2021-2022 school year is selected.
6. Select ***Class Schedule*** from the navigation bar on the left