

COURSE REQUEST SHEETS ARE DUE!!

PLEASE MAKE SURE THEY ARE SIGNED ON BOTH SIDES BY STUDENT AND PARENT.

ELECTIVES MUST BE ENTERED IN FOCUS USING THESE DIRECTIONS

[Student Guide to Enter Course Requests in FOCUS](#)

Scan or take a picture of the form (both sides) and email it to your counselor. If you **do not** get an 'Out of Office' reply you will need to call them using the Google Phone number listed below.

Last names A-L

Dawn Michelini

dawn.michelini@keysschools.com

(561) 501-1693

Last names M-Z

Kay MacKenzie

kay.mackenzie@keysschools.com

(786) 505-2952

AVID Students

Chris Harris

College & Career Counselor

chris.harris@keysschools.com

(786) 505-4264

Need more detailed instructions? Check out this Quick Link:

[Updated Student Course Request Procedures](#)