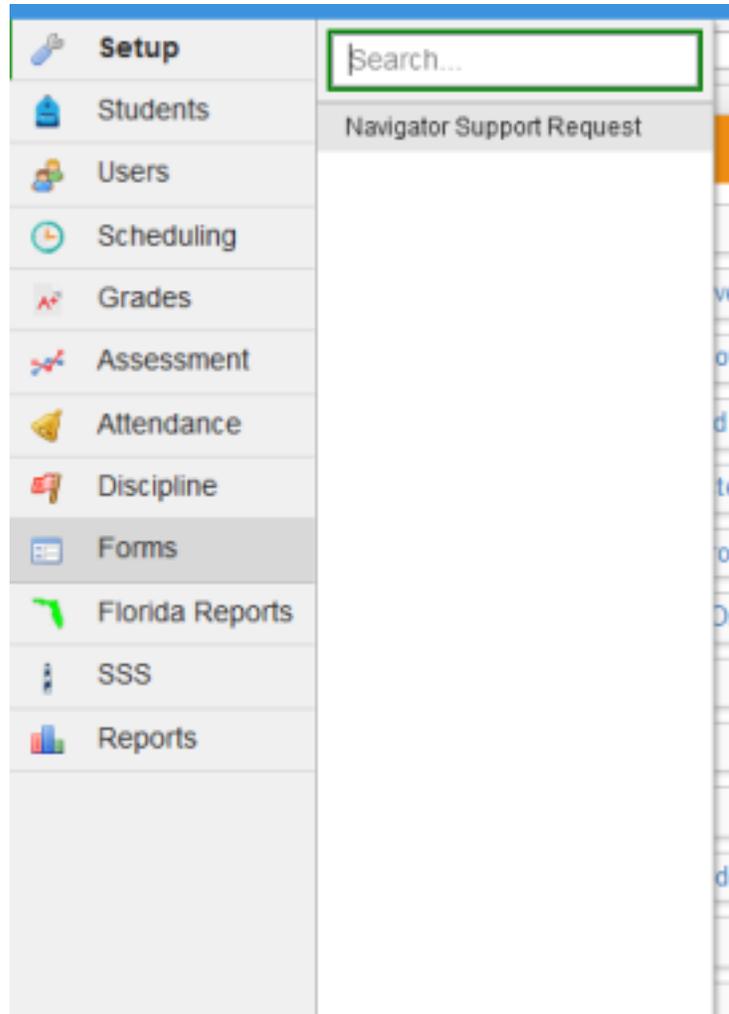


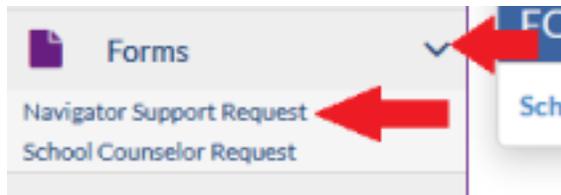
School Navigator Request Directions

Step 1: Staff, Parent, or Student logs into Focus

Step 2: Staff, Parent, or Student clicks on Forms tab



Step 3: Staff, Parent, or Student selects Navigator Support Request



Step 4: Staff, Parent, or Student fills out the Navigator Support Request (Choose student, request, then submit)

The screenshot shows a web browser window displaying the "Navigator Support Request" form. At the top, there is a navigation bar with "Home", "Navigator", and "History" links. Below this is a status bar with three buttons: "New Request" (red), "Refresh" (green), and "Submit Request" (blue). A red arrow points to the "Submit Request" button. The main content area features the Excelsior County Public Schools logo and the title "Navigator Support Request". Below the title, there is a message: "Please fill out the following if included you have received assistance". The form has two main sections: "Choose student" and "Choose request". Each section has a dropdown menu labeled "Student One" and a "Submit" button. The "Choose request" dropdown menu is open, showing a list of request types: "Attendance", "Behavior", "Counseling", "Credit", "Food", "Gifted/Talented", "Hypertension", "Mental Health", and "Special Support".