

# PARENT INSTRUCTIONAL FOR ACCESSING AND COMPLETING THE 2020-2021 REQUEST TO CHANGE INSTRUCTIONAL DELIVERY MODEL FORM

1. Log into your FOCUS Parent Account
2. On the left menu, click on the Forms Summary for the student you wish to submit a request
3. Click the link under Available Forms to complete the Form.
4. EACH student will have a Request to Change Instructional Delivery Model Form linked to their Forms Summary.
5. To request a change in instructional delivery EACH student must have a submitted Request to Change Instructional Delivery Model Form.

**Available Forms**

The district has made the following forms available for you to complete as needed to update information for [redacted]. If you wish to submit a form for another student, please select the Form Summary for that student from the menu to the left.

- 2020-2021 Request to Change Instructional Delivery Model

**Completed Forms**

7 Records

Student	Form	Completed Date	Processed Date	# of Changes			View Changes
				Approved	Denied	Pending	
[redacted]	2020-21 COVID-19 Parent Commitment Survey	07/20/2020	07/20/2020	3	0	0	View Changes
[redacted]	2020-21 COVID-19 Parent Commitment Survey	07/20/2020	07/20/2020	3	0	0	View Changes
[redacted]	2020-21 COVID-19 Parent Commitment Survey	07/20/2020	07/20/2020	3	0	0	View Changes
[redacted]	2020-2021 ADHUS/FAU HS RE-ENROLLMENT FORM	02/28/2020	03/02/2020	43	0	0	View Changes
[redacted]	2020-2021 ADHUS/FAU HS RE-ENROLLMENT FORM	02/26/2020	02/27/2020	50	0	0	View Changes
[redacted]	2020-2021 ADHUS/FAU HS RE-ENROLLMENT FORM	02/26/2020	03/02/2020	42	0	0	View Changes
[redacted]	2020-2021 ADHUS/FAU HS RE-ENROLLMENT FORM	02/26/2020	03/02/2020	38	0	0	View Changes

**Available Forms Annotations:**

- Here is the fourth student's Request to Change Instructional Delivery Model Form.** (Blue box pointing to the fourth form in the Available Forms list)
- The Request to Change Instructional Delivery Model Form can be completed for the other 3 students by clicking on each student's Forms Summary and then selecting the Available Form.** (Red box)

**Completed Forms Annotations:**

- In this example the parent has four students. Each student has a Forms Summary.** (Blue box pointing to the four student entries in the Completed Forms table)
- Completed Forms for ALL students may be viewed by clicking View Changes for the desired student and form.** (Blue box pointing to the View Changes buttons in the Completed Forms table)

For questions related to accessing this form please email [adhusrecords@adhus.fau.edu](mailto:adhusrecords@adhus.fau.edu)