

INSTRUCTIONS FOR REGISTRATION 2009-2010

Note: We are again completing our Registration in two days this year. Be sure to report at your scheduled time with correct and complete documentation. Please read these directions carefully.

All students must report to Skyline High School to register for the 2009-2010 school year according to the Registration schedule below. **Athletics practices or other school activities do not have priority over Registration dates and times.**

Registration, August 25 (10th Grade) 9:00 a.m. - 1:00 p.m.

Registration, August 26 (9th Grade) 9:00 a.m. - 1:00 p.m.

Make-up is on Thursday, August 27 9:00 a.m. - Noon

Late registration occurs on Thursday, August 27, 2009, 9:00 a.m. to Noon. Please make every effort to attend REGULAR registration. By the first day of school, unregistered students must report to their respective class offices to complete the lengthy registration process.

All students must come prepared to have their ID picture taken. The pictures will be used for the yearbook and student ID cards. No hats are allowed for school pictures. Be sure to wear apparel appropriate for a high school picture that will appear in a yearbook. All students should wear clothing fitting the business-like setting of school. You may purchase additional pictures from LifeTouch National Studios, if you so desire.

Final class schedules will be issued at Registration. Schedule changes will not be made during Registration. If you have reason to believe there is an error, please complete a schedule adjustment request form and leave it at the Guidance and Counseling station during registration. Your counselor will contact you to discuss the request. **Changes motivated by teacher preference are NOT permitted.**

Students are requested to complete the Health Appraisal Form. Immunization and health records must be accurate and current. **Emergency Cards** and all other required forms must be completed, signed by parents/guardians, and turned in during Registration. Please fill out all necessary forms completely and accurately.

Use the main student entrance to begin Registration. Please be present and on time. You may not enter early. **You must have a complete and up-to-date Emergency Card at Station #1.** We then proceed in an orderly manner through each registration station.

Please assist the volunteer parents and students, as well as our secretaries, counselors, and administrators by preparing yourself properly for registration and by moving hastily through the process. If you are completely prepared, this process will run efficiently. Your cooperation is appreciated. Please do not hesitate to ask any staff member for assistance. Thank you and have the best of luck during this school year.

Obligations Memo—Students who have obligations should clear these obligations by Monday, August 24, 2009. You may pay obligations during registration week, but **ONLY** on your assigned date and time. Of course, if you have no obligations, this means that the material you checked out has been returned and now can be used for other students. It is your responsibility to clear your obligations. The best and least expensive way to clear obligations is to return all missing items. Obligations can include textbooks as well as music department items, athletic department, media center materials, books and other items borrowed from teachers, and General Office obligations. During Registration, administrators will be available to handle disputes and appeals regarding obligations. No appeals will be granted if the dispute has lasted over multiple semesters. Please take your obligation notices seriously and bring back all books and other supplies borrowed from the school. Calculators often present a big problem as obligations. Remember that you must return the exact calculator or other items that you checked out.

Payments—Payments for additional services, fees, fines, and obligations must be in the form of cash, check, or money order. Please make checks and money orders payable to Skyline High School. Keep all receipts.