

**Garfield High School**  
**2016-17 REGISTRATION INSTRUCTIONS**

● **REGISTRATION DOCUMENTS**

- 2016-17 Course Options Sheet
- Registration Instructions for Completing the 2016-17 Course Option Sheet
- Student's Graduation Requirements Checklist
- The **Garfield Course Catalog** with Course Descriptions and prerequisites is available on the Garfield Academics page on the Garfield Website <http://garfieldhs.seattleschools.org/academics>

● **REGISTRATION INSTRUCTIONS:**

***Make sure your NAME IS PRINTED CLEARLY on the Course Option Sheet.***

**STEP 1:** With your parent/guardian, use your academic documents to check-off on the Graduation Requirements Checklist, all courses you have successfully completed, for which you earned credit (grade of D or higher).

- **STEP 2:** On the Graduation Requirements Checklist, review remaining graduation requirements to determine which courses you should take for the next academic year. Use our online Course Catalog to review course descriptions and prerequisites.
- **STEP 3:** Check your FOUR (4) core classes- both semester 1 and semester 2 should have a check. **8 boxes total.**
- **STEP 4:** Check your FOUR (4) selected Electives. Next, choose & mark 4 alternate electives with an A in the box. **8 boxes total.** An "S" in the left column = semester long. A "Y" in the left column = year long.
- **STEP 5:** Have a current teacher signature or note of recommendation for any course marked with an asterisk (\*), Language Arts, Science & Math. If you are new to Seattle Public Schools, make copies of your current academic history documents and any letters of recommendation (report card, transcript, standardized test scores, etc.) Your academic history will allow our Garfield counselors and Department chairs to best assess core and advanced subject placement.
- **STEP 6:** Review with your parent/guardian.
  - You should have sixteen boxes marked (12 checked requests + 4 A's/alternates).
  - Sign on the student signature line.
  - Parent/Guardian signs on bottom right corner.
  - **DO NOT LOSE YOUR REGISTRATION DOCUMENTS!!!**
- **GARFIELD COUNSELORS WILL COLLECT AND REVIEW ALL COMPLETED OPTIONS SHEETS.**  
Garfield counselors will visit every Seattle Public Middle School, to meet with students, answer questions, and collect your completed Course Options sheet. Your Middle School counselor will notify you of your school's scheduled date.
- **IF YOU ARE A NEW STUDENT TO SEATTLE PUBLIC SCHOOLS, bring your documents on:**  
**Thursday, April 28<sup>th</sup>, 6:00-8:00pm, Garfield HS Commons, 400 23<sup>RD</sup> AV**  
This will be your only opportunity to meet briefly with Garfield counselors, when they collect your completed Course Options sheet and supporting documents.

**If you miss these scheduled events**, please mail, as soon as possible, your completed Course Options sheet and supporting documents directly to Garfield:

**Garfield HS**  
**Attn.: Counseling/Registration**  
**400 23<sup>RD</sup>**  
**Seattle, WA 98122**

Get your documents in by the end of April, to ensure your best chance of getting your requested schedule.