

REGISTRATION WORK SHEET INSTRUCTIONS FOR NEW 9th GRADE STUDENTS**1. REGISTRATION DOCUMENTS:**

- Registration Work Sheet Instructions for completing the Course Request Work Sheet
- Online Registration Instructions for inputting data from your completed Course Request Work Sheet
- Course Request Work Sheet
- Graduation Requirements Checklist
- Garfield Schedule Requests, Changes & Course Withdrawals (w/Weekly Time Commitment Work Sheet)

Review the online Garfield Registration Guide & Course Descriptions for Garfield-specific course information, http://garfieldhs.seattleschools.org/academics/academics_overview

2. REGISTRATION WORK SHEET INSTRUCTIONS:

Make sure your NAME IS PRINTED CLEARLY on the Course Request Work Sheet.

STEP 1: With your parent/guardian, teacher or school counselor, review the Graduation Requirements Checklist, the online Garfield Registration Guide & Course Descriptions and the Weekly Time Commitment Work Sheet to determine which courses you should take for the next academic year.

STEP 2: CHECK FOUR (4) semesters in Math & Science - both semester 1 and semester 2 should have a check. All 9th graders are automatically enrolled for Intro to Literature Honors and World History Honors.

STEP 3: CHECK FOUR (4) semesters of Electives. We recommend World Language, PE and Health. Choose & mark **ANOTHER 2** alternate electives with an **A** in the box. An "S" in the left column = semester long. A "Y" in the left column = year long.

STEP 4: Take a photo or make a copy of your completed Course Request Work Sheet for your records. Refer to it during Online Registration. **You should have ten boxes marked: 8 CHECKED REQUESTS + 2 A's/ALTERNATE** electives.

STEP 5: See the other side for Online Registration Instructions.

IF YOU ARE A CURRENT 8TH GRADER AT SEATTLE PUBLIC SCHOOLS: After Spring Break, Seattle Public Middle Schools will host Garfield counselors to meet with students and answer questions. Your Middle School counselor will notify you of your school's scheduled date. All student Course Request Work Sheets will be collected at your scheduled visit. If you miss your scheduled visit, send your completed Course Request Work Sheet to Garfield.

IF YOU ARE NEW TO SEATTLE PUBLIC SCHOOLS: You will not have access to Online Registration this year because SPS needs to set up your access account. Mail your completed Course Request Work Sheet and supporting academic documents to Garfield. Your course requests will be entered by Garfield. Academic documents (report card, transcript, standardized test scores, etc.) and letters of recommendation will allow our counselors and Department chairs to best assess core and advanced subject placement.

Garfield HS / Attn.: Counseling/Registration

400 23RD

Seattle, WA 98122

Send your Course Request Work Sheet and supporting documents as soon as possible.

IF YOU ARE NOT ATTENDING SEATTLE PUBLIC SCHOOLS THIS FALL: Please notify Garfield's Registrar:

MLCHOW@seattleschools.org.

ONLINE REGISTRATION IS OPEN MONDAY APRIL 9th 9AM THROUGH TUESDAY APRIL 17TH 9AM

New this spring, Seattle Public Schools is rolling out online registration. See the back side for instructions.

DON'T WORRY IF YOU MISS THE ONLINE REGISTRATION WINDOW; Garfield will use your completed and submitted Course Request Work Sheet as backup.