

# Ridgeline Registration 101

## Registration

### January

1. Registration orientation presentations by class in the auditorium. Students are required to attend and parents are invited to attend. This year these presentations are during Flex from 9:05-9:55:
  - a. Current Freshmen: January 24th
  - b. Current Sophomores: January 26th
  - c. Current Juniors: January 27th
2. Students take registration materials home and are encouraged to work with parents on carefully selecting classes. All options should be considered for the students' particular college and career goals.

### February/Early March

3. Students enter course requests into Powerschool during Flex with School Counselor supervision. A tentative schedule request is built.
4. Students may go home and make adjustments with parents during this time period on Powerschool.

### Late March

5. Registration Review sessions are offered by the Counseling Department. Parents and students may ask questions and make adjustments. This is the last chance to make adjustments and there may not be availability to add classes later.

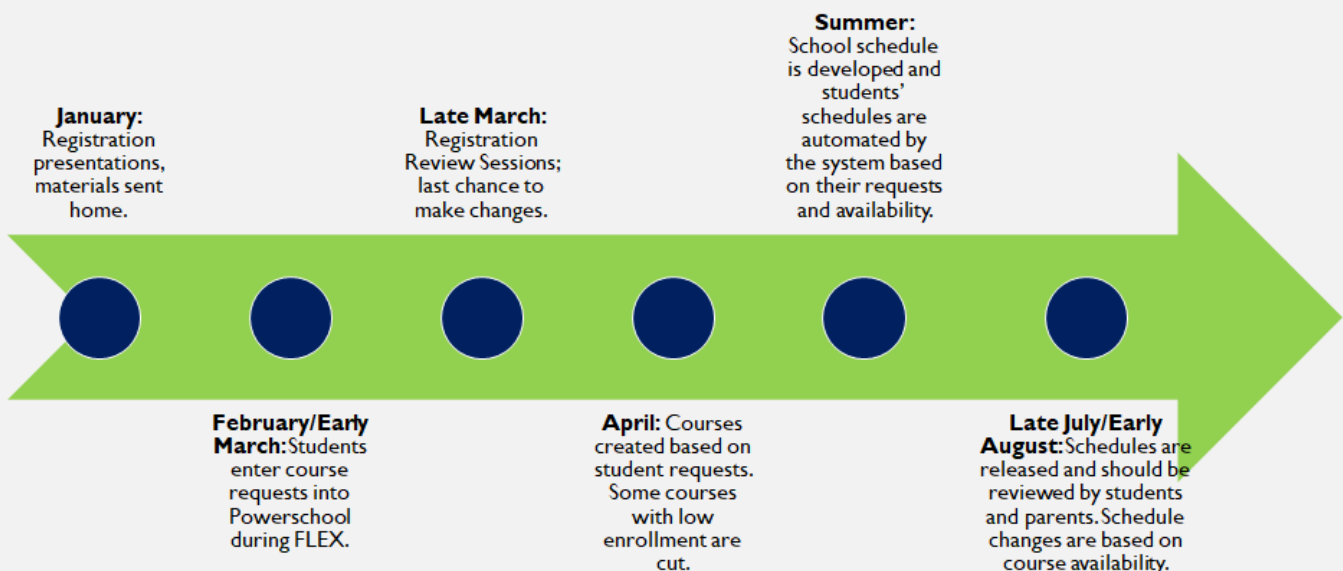
### Early April

6. Classes are created based on student requests - if not enough interest, classes are cut. Hiring needs are assessed. School Counselors will work with students to pick alternatives, where needed.

### Summer/Early August

7. The school schedule is developed over the summer and students' schedules are built based on their requests and availability. There may be conflicts that result in partial schedules for some students.
8. Student schedules are released to parents and students in late July or early August. Students have the opportunity to have a schedule change appointment before school starts.

## RHS REGISTRATION TIMELINE



# Schedule changes

Students may make up to 6 schedule changes in a school year. However, they will need to plan ahead and choose carefully.

Students may adjust schedules before school starts in August during Schedule Change meetings. Sign-up instructions are sent out with student schedules. Changes are limited to the courses that have availability and many are already full at this point.

Students are limited to 1 schedule change appointment during a month-long period each trimester ending 4 days before the beginning of the next trimester. Example for 3rd trimester 2022: Schedule changes are allowed January 24th- February 22nd, with 3rd tri beginning March 1st.

- One follow-up meeting is allowed if students need to think about it/consider options, as determined and arranged during the student's appointment.
- Schedule changes are allowed for any reason (i.e. switching lunch periods, changing teachers, changing electives) *based on availability*. However, students are encouraged to think carefully about how their changes impact their college and career planning goals.

Students will be required to go to classes on the 1st day of the trimester. They may request a schedule change via a schedule change request form at the end of day 1 through day 3.

## RHS SCHEDULE CHANGE OPPORTUNITIES

Before school starts

One August PCCR or schedule change appointment.

At the beginning of each trimester

Students will attend classes the 1<sup>st</sup> day of class but may request changes *once* through day 3.

During 1<sup>st</sup> and 2<sup>nd</sup> trimester

Students may have *one* schedule change appointment during a month long period 1<sup>st</sup> and 2<sup>nd</sup> trimester. **No changes the last 4 days of the tri.**