

IMPORTANT REGISTRATION INFORMATION

January 3, 2019

Dear Parents/Guardians:

It is time to begin the registration process for the 2019-2020 school year. We would like to take this opportunity to inform you of the timeline we have developed to register students for next year's courses at Chilton High School (2019-2020). Our goals for the registration process are as follows:

1. To assure all students and their parents understand the course offerings, registration and scheduling process and timelines.
2. To assure all students are able to develop the best schedule of courses possible to meet their short- and long-range needs.

In order for us to be as efficient as possible in meeting the scheduling needs of our students, this timeline requires early decision making from both you and your son/daughter about the courses he/she will choose to take in high school. Those choices will be used to develop a Master Schedule and to make staffing recommendations in February and March. The choices students make will be very important as there is little to no opportunity to change those choices after the registration process is completed. Of course, adjustments will be made because of "extreme" problems, e.g. failure of a recommended prerequisite course or the lack of necessary skills needed to be successful. In the greatest majority of situations, however, the choices students make at the time they register for classes will be **FINAL** - so decisions need to be made carefully.

Continued from last year's scheduling process is online registration. All online registration will take place at Chilton High School during homeroom. 8th grade students will register for courses at Chilton Middle School with the help of the teachers and counselors. Chilton High School believes that course registration is a way for families to have conversations about academic and career planning, course selections and the alignment of those with career goals. It is important that parents have input and approval of the course selections students are making, and as a result, we are requiring that students have their registration documents signed by a parent/guardian prior to registering online at school. We believe the accompanying directions for the registration process are clear and specific. However, if you should have any questions or concerns, please do not hesitate to reach out to Mrs. Denys Mallmann or Mr. Ty Breitlow.

PLEASE NOTE:

- **Registration materials, including the Course Description Guide, will be available to students "Online" only – we will not be distributing printed materials to students and/or parents.**

On the back side of this letter is a listing of important registration dates. Please be sure to contact us if you have any questions about this process. We will be happy to take any question you may have at any time. We look forward to your cooperation in making this process an effective and efficient method of registering students at Chilton High School.

Respectfully,

Ty Breitlow
Principal

Denys Mallmann
School Counselor

(Over Please - See Back)

CHILTON HIGH SCHOOL
Registration & Scheduling Timelines
2019-2020 School Year

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| Wednesday, January 9, 2019 | 8 th Grade Parent Orientation to the High School at 6:00 p.m., Engler Center for Performing Arts – Chilton High School – <u>8th Grade Students Need Not Attend this Meeting but may if they so choose.</u> |
| Wednesday, January 9, 2019 | AP/Dual Enrollment Informational Meeting for all parents and students will be held in the Engler Center at 7:15pm |
| January 10, 2019 | Registration procedures explained and registration materials distributed to students in grades 9-11 during Homeroom. |
| Monday, January 14, 2019 | Registration procedures explained to Chilton 8 th grade students during Tiger Time in the Middle School Band Room |
| Monday, January 14, 2019 | Registration procedures explained to Chilton Area Catholic School 8 th grade students at the Catholic School |
| Thursday, January 24 and Monday, January 28, 2019 | 8 th Grade Registration at Chilton Middle School during Tiger Time |
| Friday, January 25 and Monday, January 28, 2019 | Registration for Chilton students' grades 9-11 online at school |
| February/March/April, 2019 | School Counselor & Administration review student requests; Master schedule constructed; Staffing & budgeting decisions finalized |
| Date To Be Announced | Student schedules available for pick-up during our Fee Payment Nights in July/August. |

All registration presentations and materials will be available on our Website no later than Friday, January 4, 2019. Please go to www.chilton.k12.wi.us, proceed to the "Schools" dropdown menu located at the top of the homepage and under CHS, select "Registration & Courses."