



La Cañada High School

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12th Grade - 2011-2012 Registration Check List

Bring the following items with you to registration on your designated time and day. Please make sure all forms are complete and have parent and student signatures where requested.

- Documentation of Tdap booster shot on or after 7th birthday turned into health office. Must have documentation of the shot on file to complete registration process. If your child does not have the required documentation they will be excluded on the first day of school. Documentation is either the yellow immunization card or physician generated print out.**
- All financial obligations must be cleared
- Student Demographic Update form, signed by parents/guardian
- Emergency sheet, signed by parents/guardian
- Notice of Rights of Parent or Guardian of Minor Pupils under Certain Education Code Sections, signed by parents/guardian
- Internet Use Agreement, signed by parents/guardian AND student
- Senior Contract, signed by parents/guardian AND student

- Parking Permit, **SEE POSTED PARKING PERMIT INFORMATION SHEET** (11th & 12th Grade only)
..... Make check payable to: LCHS

The next step will be Room 711 to pay for ASB, and Yearbook, submit forms, pay other fees, get ID pictures, and pick up schedules. One check can be written for ASB fees, Yearbook, and Transportation donation. All other purchases must have separate checks.

WHEN WRITING CHECKS, PLEASE INCLUDE YOUR STUDENT'S ID NUMBER IN THE MEMO LINE.

- ASB \$60.00 (optional) Purchase must be done at time of I.D. Card photo.
..... Make check payable to: LCHS ASB *
- Yearbook \$90.00 (discount price) (optional) Make check payable to: LCHS ASB
- P.E. Clothes, Shorts \$11.00, Shirt \$8.00 includes tax - other items are available
..... Make check payable to: LCHS ASB
- Transportation Donation (See the Athletic Clearance Checklist for amounts)
..... Make check payable to: LCHS ASB
- Off-Campus Lunch Parent Permission Form (optional) must be presented when I.D. photo taken *
- Photograph Order Form (optional) Make check payable to: Lifetouch Photography
- PTSA One Check Order Form (optional) Make check payable to: LCHS PTSA
- Spartan Boosters Club (optional) Make check payable to: LCHS Boosters Club
- Foreign Language Workbooks (amount TBA) Make check payable to: LCHS ASB

* **Note:** If a student/parent wishes to add the Off Campus Lunch Permit and/or ASB notations after the required I.D. photo session, a duplicate I.D. will need to be made. **Duplicate I.D.'s are \$5.00 and require several days processing time.**

On Wednesday, Thursday, and Friday August 24th, 25th, and 26th, Administrators, Counselors, Teachers, and Clerical Staff conduct staff meetings and new enrollments and may not be available.

2011-2012 REGISTRATION SCHEDULE

Seniors Registration – Thursday, August 18, 2011

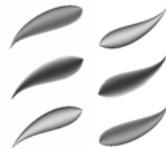
REPORT TO OUTSIDE ROOM 711 TO BEGIN THE REGISTRATION PROCESS

You may only come on the designated day for your grade, any time between 8:00am and 12:00pm. If all forms have been completed accurately, plan to spend approximately one hour to complete the registration process. If you need to see your counselor to correct scheduling errors, it will be longer. **To avoid longer lines, we suggest you come later in the morning.** This schedule is intended to provide as few delays as possible.

TO RECEIVE YOUR SCHEDULE OF CLASSES you must bring the completed and signed Student Demographic Update Form, Emergency Form, Notice of Parents Rights, Internet Use Agreement, Senior Contract and TDAP Booster Documentation/Clearance.

MAKE UP REGISTRATION: It is very important for students to complete the registration process during their assigned time. If it is **NOT** possible to attend on the scheduled date, students can pick-up their schedule of classes on Wednesday, August 24th, Thursday, August 25th, or Friday, August 26th in the Attendance Office *provided* that they bring the completed and signed Student Demographic Update Form, Emergency form, Internet Use Agreement, Notice of Parents' Rights, Senior Contract and Tdap Booster documentation/clearance. The counselors will **NOT** be available on these dates due to new student enrollment appointments and staff meetings.

**On Wednesday, Thursday, and Friday, August 24, 25, and 26, 2011
Administrators, Counselors, Teachers, and Clerical Staff
conduct staff meetings and new enrollments and may not be available.**



2011-2012 REGISTRATION INFORMATION

Grades 9 - 12 Only

REGISTRATION DATES

Seniors - Thursday, August 18, 2011

Juniors - Friday, August 19, 2011

Sophomores - Monday, August 22, 2011

Freshman - Tuesday, August 23, 2011

Registration for the 2011-2012 School Year has been scheduled for the above dates. **Each student must register in person.** Be sure to review the registration checklist and bring all the required documents signed by parents with the appropriate payments (separate checks for each item). All outstanding financial obligations must be paid before a student will be permitted to pick up their schedule and books. The registration process will include:

- Turning in Student Demographic Update form, Emergency Form, Internet Use Agreement, Notice of Parents' Rights, Tdap booster documentation/clearance, Senior Contract and other materials included on the website.
- Purchase the Yearbook, ASB/I.D. cards, pay transportation donation, etc.
- Collection of Off Campus Lunch Permits.
- Photos for the Yearbook, ASB/I.D. card and personal use. All students participate in the ASB/I.D. Card photos.
- Sale of parking permits, 11th & 12th grade only (SEE POSTED PARKING INFORMATION SHEET.)
- Receive a schedule of classes for 2011-2012 in which course titles, teacher names and room numbers are listed.
- Pick up textbooks.
- Meet with counselors if there is an error, schedule conflict or special need. (Teacher changes are not permitted.)

Make Up Registration: It is very important for students to go through the registration process during their assigned time. If it is NOT POSSIBLE TO ATTEND ON YOUR DATE, A FAMILY MEMBER MAY COME TO PICK UP THE STUDENT'S SCHEDULE PROVIDED THAT ALL NECESSARY DOCUMENTS ARE COMPLETED AND SIGNED BY THE PARENT(S)/GUARDIAN. THE FAMILY MEMBER WILL NOT BE ABLE TO PICK-UP THE BOOKS OR SEE THE COUNSELOR. IN ADDITION, STUDENTS MAY PICK-UP THEIR SCHEDULE OF CLASSES ON Wednesday, Thursday, or Friday, August 24th, 25th, or 26th in the Attendance Office provided they bring the completed and signed Student Demographic Update form, Emergency form, Internet Agreement, Tdap Documentation, Senior Contract and Notice of Parents' Rights form. The counselors will NOT be available. No school pictures/ID pictures will be taken at this time but will be available on the make-up date after school begins.

On Wednesday, Thursday, and Friday, August 24th, 25th, and 26th, 2011 Administrators, Counselors, Teachers, and Clerical Staff conduct staff meetings and new enrollments and may not be available.

Student Obligations: All obligations must be cleared prior to receiving your schedule. The clerk in the textbook room can clear textbook obligations.

Tdap: Documentation of Tdap booster shot on or after 7th birthday turned into health office. (Must have documentation of the shot on file to complete registration process. If your child does not have the required documentation they will be excluded on the first day of school).

Student Demographic Update Form: Parents should verify all information, make any necessary changes and sign and date the form. **You will not receive your schedule unless this is completed, signed and returned on registration day.**

Emergency Form: Parents must complete, and sign this form. **You will not receive your schedule unless this is completed, signed and returned on registration day.**

Internet Use Agreement: Notice of Parents Rights: Parents and students must complete, and sign this form. **You will not receive your schedule unless this is completed, signed and returned on registration day.**

Off-Campus Lunch Request: LCHS is a closed campus and students may leave campus with parent permission ONLY. We are requesting all parents sign and return the Off Campus Lunch Request form indicating that they have read the rules regarding leaving campus. Students must present the signed and completed parent permission form during registration in order to leave campus at lunch. Permission to leave campus will be noted on the student's ASB/ID card.*

Student ID Card: Each student will have his/her picture taken and receive a photo student I.D. card at no charge. This card **MUST** be carried at school and at all school related events.

ASB: A student may purchase an "ASB" card by presenting a check for \$60.00, payable to LCHS ASB. The ASB designation entitles students to free or reduced prices for school activities. Purchasing an ASB card is especially important for those students participating in athletics and other extra curricular activities.*

Photography: Bring your smile to registration. The Lifetouch flyer will be available at registration so that personal photographs can be purchased and taken during that time. Money for personal pictures should be separate from ASB and yearbook checks. All 9-12 students are required to have this picture taken, however purchasing them is optional.

Make-up Photos: A make-up session for student ASB/I.D. card and personal school pictures will be held on campus on Tuesday, October 3, 2011.

PTSA One Check Order Form: A one-check order form is on the website for parents to buy any of the many PTSA sponsored items. Membership dues are \$7.00 per individual member.

Yearbook: You may purchase a yearbook at this station for \$90.00. Make the check payable to LCHS ASB.

Parking Permits: Please see the posted **Parking Permit Information Sheet for specific details.** You will need to know the year, make and license number of your car(s). **Car pool permits must be renewed each year for all cars a student will park on campus. Car pool "hanging" permits must be displayed on the rear view mirror. Car ID permits must be displayed on the right side of the rear window.**

[WHEN WRITING CHECKS, PLEASE INCLUDE YOUR STUDENT'S ID NUMBER IN THE MEMO LINE.](#)

ATTENTION

Street parking on Oak Grove Drive IS NO LONGER permitted.

Parking in Hahamonga/Oak Grove Park IS NOT permitted.

If you do choose to park there, you do so AT YOUR OWN RISK and may receive a parking ticket.

Class Schedule: Once students complete the registration process they will receive their class schedule. This schedule will show course titles, periods, and teacher names. Check the schedule carefully. Students' schedules were made based on their requests during the pre-registration process. Requests for teacher changes will not be made.

Schedule Changes: Schedule changes are only made for certain reasons. Teacher selection is NOT a reason for a schedule change. Students will sign-in and wait to see a counselor outside the College and Career Resource Center.

Textbooks: Students will be asked to pick up the required textbooks from the textbook room during registration. This will help to create a smooth opening day. Students **MUST** have their new student ID card in order to check out books. See the posted flyer for Textbook information



***Note:** If a student/parent wishes to add the Off Campus Lunch Permit and/or ASB notations after the required I.D. photo session, a duplicate I.D. will need to be made. **Duplicate I.D.'s are \$5.00 and require several days processing time.**