

## **WALK THROUGH REGISTRATION**

Walk-Through Registration will take place in the air-conditioned Main Building. **DO** check in at the front door and get your name tag.

There is a special perk: if you've volunteered for this event, you may register your own child at that point...no line!

Three volunteers are needed for each shift. Our Treasurer is usually one of them.

John McMorris and ALL Administrators will be present throughout Registration working directly with students' scheduling issues.

If a student claims there's no music class on their schedule, and there **SHOULD** have been, take their name, phone, email, and the missing class info & instrument on a list.

Give that list to Greg Brown (email it, too, to both his personal and district email addresses) for a head's-up but the student & parent still need to speak to an administrator ASAP.

Music classes have traditionally been a priority due to specific scheduling, but it's still a good idea to advise the student/parent it can still take up to a week or so for the correction.

If it's a matter of Symphonic Band for "A" period, **EASY**...they can go to "A" Period on the first day of school. If "A" period is an open period on their schedule; Mr. Brown will coordinate with the right Administrators.

If it's conflicting with another "A" period class (ie Bio, Art, PE, etc.), then they will need to speak to an Administrator immediately.

It's important that the NIMB Board coordinate with the PFC Registration Committee **EARLY** in the year as they are already in the planning stages for the upcoming August Walk-Through Registration.

We are expected to have phone-line accessibility for the NHS WebStore

Wireless capability will also be available. Reasons for this:

- adding email addresses directly into Constant Contact
- inputting eScrip information directly onto eScrip's website (on the NIMB account)
- Our treasurer may need Internet access

FYI:

- The tables that will be used throughout Registration are the Cafeteria Lunch Tables.
- The PFC Walk-Through Registration Committee will confirm your location in July or August.
- Read through the NIMB website; parents and students will approach you with questions.
- Remember to use the Special Banner every year for Walk-Through Registration.