

# 2019-2020 Registration Time line

Dates	Planned event	Notes & Tasks
January 9 <sup>th</sup>	<ul style="list-style-type: none"> <li>CTA to Visit and present to 10<sup>th</sup> graders in auditorium</li> </ul>	6 <sup>th</sup> period
January 31 <sup>st</sup>	<ul style="list-style-type: none"> <li>CTA Visit permission slips due back to guidance.</li> </ul>	We begin collecting permission slips on January 18 <sup>th</sup> .
February 4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Guidance Classroom Registration Presentations Begin</li> <li>Presentation will be conducted from 4<sup>th</sup> to the 8<sup>th</sup> in English classes.</li> </ul>	Books and materials will be delivered to the schools February 6 <sup>th</sup>
February 12 <sup>th</sup>	<ul style="list-style-type: none"> <li>PHS Registration Night</li> <li>Education planning guides passed out during assemblies (only to 9<sup>th</sup> graders).</li> </ul>	Middle schools will have distributed their books and materials to incoming freshmen.
February 14 <sup>th</sup>	<ul style="list-style-type: none"> <li>10<sup>th</sup> graders who signed up will visit CTA</li> </ul>	
February 15 <sup>th</sup>	<ul style="list-style-type: none"> <li><b>Registration Day</b> – beginning of open registration week Registration Sheets will be given out in 1<sup>st</sup> period</li> <li><b>24 Hour Open Registration Week</b> – (18<sup>th</sup> – 22<sup>nd</sup>) Students will have the week to complete online registration.</li> <li><b>Counselors in Lobby</b></li> </ul>	We are encouraging students to work on their registration sheets with their parents at home but can complete them at lunch or by appointment with their counselor.
February 22 <sup>nd</sup>	<b>Registration Sheet Collection</b> – English teachers	
February 26 <sup>th</sup>	<ul style="list-style-type: none"> <li><b>CTA Open House</b></li> </ul>	
February 25 <sup>th</sup> – March 1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Conduct Career Cruising Registration Meetings with 9<sup>th</sup> grade classes in Labs</li> </ul>	9 <sup>th</sup> graders submit forms to English teachers.
March 4 <sup>th</sup> – 15 <sup>th</sup>	<ul style="list-style-type: none"> <li>Counselor Individual Meetings with 11<sup>th</sup> &amp; 10<sup>th</sup> through Social Studies classes.</li> <li>March 4<sup>th</sup>-8<sup>th</sup> Government</li> <li>March 11<sup>th</sup>-15<sup>th</sup> US History</li> </ul>	Students will have the opportunity to make modification to their schedules at this time.
March 18 <sup>th</sup> -21 <sup>st</sup>	<ul style="list-style-type: none"> <li>Counselor Individual Meetings with 9<sup>th</sup> graders through Social Studies classes.</li> </ul>	All schedules would have been entered
March 22 <sup>nd</sup>	<ul style="list-style-type: none"> <li>All students should be registered in Career Cruising</li> </ul>	
April 5 <sup>th</sup>	<ul style="list-style-type: none"> <li>First Run Tallies will be pulled</li> </ul>	