

DAMASCUS HIGH SCHOOL
Registration Procedures for 9th – 11th Grade Students
2009-10

1. All students will receive the following registration materials: registration card with level recommendations, Damascus High School Course Bulletin, a MCPS course bulletin in the room, and registration procedures. Counselors will instruct students on how to use the course bulletins to fill out the registration card.
2. Students are to take the registration card and bulletins home to parents for their review and signature. **All registration cards must be signed by a parent.**
3. Students are to return their completed and signed registration cards to their English teacher by the following schedule: 9th graders return by February 19; 10th graders return by February 25; 11th graders return by March 5.
4. **It is important that students return their registration cards on time.** Counselors will review the registration cards in the English class on the above dates. **If a student does not return their registration card on time, then the counselor will register the student into courses without the student's input.** If a student is absent on that date, they need to submit their registration card to their counselor or English teacher upon the immediate return from absence.
5. The level recommendation for each of the student's academic subjects is listed on the registration card. If a student or parent has a question regarding the recommendation, they should discuss it with their first semester teacher. **Students are encouraged to register for the recommended level of course offering. If a student desires a different level than recommended, then the parent should note that and the reason in the comments section on the registration card. If a student has a question regarding levels and courses, then the student needs to meet with their counselor prior to the return date of the card.**
6. **It is important for students to realize that our master schedule is built based on student selections at this time. Students are expected to take the courses they register for at this time. No changes to selections can be made at a later date.**
7. Students need to register for a total of 14 courses for the year (7 for each semester). Additionally, students need to list four alternatives for their electives. Not all students can be scheduled into their first choice of electives. If no alternates are selected, then the counselor will select without the student's input.
8. If a student has questions or concerns during or after the registration process, they need to request an appointment with their counselor as soon as possible.