



UNIVERSITY HIGH SCHOOL

A Nationally Recognized Exemplary School

4771 Campus Drive Irvine • California 92612 • PH 949-936-7600 • FAX 949- 936-7609

Website: [http:// www.iusd.org/uhs](http://www.iusd.org/uhs)

REGISTRATION STEP BY STEP INSTRUCTIONS

Any student with outstanding library books, textbooks, athletic equipment, uniforms, or returned checks on file must take care of all obligations(s) *before* registration. If you are paying for lost items, please have checks made payable to University High School or have exact change. **Prior** to registration, inquiries regarding outstanding obligations may be made to the front office starting August 22nd.

STEP #1 – Log on to www.iusd.org/uhs. Click “Register for University High School.” From there review the information and click “To Register Click Here” at the top of the page. Enter your Access Code: **(Provided in letter)**

STEP #2 – Follow the instructions by verifying and agreeing to the forms and policies. Once you complete a screen, that category will have a “green check” mark that you completed that section. Complete all sections including PTSA donations and ASB Webstore, and click “Submit Registration.”

STEP #3 – At the conclusion of the registration process you are prompted to print the final “registration form”. Parent/Guardian and Student must **sign the registration form and bring it to registration in order to register.**

Registration Date is: (assigned according to the letter) - Once at registration, you will visit each of these stations in order:

Station #1 – Check in.

Station #2 - Turn in signed registration form.

Station #3 - ASB Purchases and Donations: You may do this prior on-line! To access your on-line account, use the first initial of your (the student’s) first name and last name. You will also need the 5-digit student number: (Provided in Letter). Pick up a receipt if you mailed in a purchase order. Of Course, you may purchase items and donate at this time. (Please have exact change or make your check payable to: **UHS**)

Station #4 – Merchandise Pick-Up.

Station #5 – **Yearbook & ID Card Photos** will be taken of all students. Special senior pictures will be taken at a separate session for the yearbook. Each family does have the option of buying a school picture package. The prices are listed on the website and purchase is optional. If you are buying pictures, your payment will be collected by the photographers. Please make your checks payable to **South Coast Photographic** for the amount of the picture package you select.

Station #6 – Student ID Card Pick-Up.

Station #7– Student’s list of enrolled classes. Official schedules will be made available on parent portal 4:00 PM on Wednesday, September 7th.

Station #8 – Textbook Pick-Up. Please bring a backpack to carry books home.

Station #9 – **PARKING PERMITS** – are available in limited numbers to **eligible** Juniors and Seniors only. Bring the following to registration: 1) completed Parking Permit Application, 2) valid Driver’s License, 3) Copy of registration for each vehicle, 4) 2011-2012 Uni high photo ID card, 5) check for \$30, payable to “UHS”. **Eligibility** – see student Parking Permit Application form for eligibility instructions.