

REGISTRATION OUTLINE: STEP BY STEP
USE THIS AS A CHECK-OFF BEFORE YOU COME TO REGISTRATION

NOTE: Any student owing a fee, library book, textbook, equipment or activity fee must take care of their obligations(s) before being allowed to begin step #1. If you are paying for lost equipment or books, please have checks made payable to University High School or have exact change. Report to the Media Center on your registration day to take care of your obligations. **Prior to registration**, inquiries regarding outstanding obligations may be made to the front office (August 18th).

STEP#1 – Log on to iusd.org/uhs Click “Register Now.” From there review the information and click “begin Registration” at the bottom of the page. Enter your Access Code that appeared under your name on the registration letter that was mailed home.

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” marking that you completed that section. Complete all sections including payment of ASB fees and PTSA donations, and click “Submit Registration.”

FORM MUST BE COMPLETED IN ORDER TO REGISTER

___ 1. Parent/Guardian and Student must sign the registration form and bring it to registration.

ADDITIONAL FORMS

___ 2. PTSA Membership form and payment –optional

___ 3. Reduced Lunch Application – if applicable

___ 4. IPSF Donations

STEP #3 – At registration: Turn in signed registration form. Pick up receipt if you paid online or used fastpass. If not, bring cash or check for items you wish to purchase. (examples below)

Please have exact change or make your check payable to: **UHS**

___ A. SPIRITPAK \$180.00 – students may purchase a SPIRITPAK which includes an ASB card, Yearbook and DVD, School Agenda Planner, a Trojan Card, and a UHS Sweatshirt. (Please see flyer in packet). These items may also be purchased separately at a higher cost.

___ B. ASB card \$40.00 – provides students with many savings during the school year. We encourage all students to be a part of the ASB by purchasing their card. **All students participating in athletics, cheer, band, pageantry, council & ASB MUST purchase an ASB card.**

___ C. Hall Lock \$7.00 PE Lock \$7.00

___ D. Yearbook –

Yearbook and DVD - \$115 with ASB

___ E. **Sword & Shield** Subscription \$20 – student newspaper mailed home providing school information.

___ F. **Computer Lab Fee** \$10.00 -mandatory for all students. Credits student with 200 pages of photocopying.

STEP #4 – **Identification Pictures for ID Cards will be taken of all students.**

STEP #5 – **Yearbook Photographs** will be taken of all students. Special senior pictures will be taken at a separate session. Each family does have the option of buying a school picture package. The prices are included in your letter and are 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.

STEP #6 – **Mandatory Vision & Hearing Test – 10th Grade Only**

STEP#7– **STUDENT I.D. PICK –UP**

STEP #8 – **PICK UP COPY OF COURSES**

STEP #9 – **PICK UP ALL TEXTBOOKS**

STEP #10 – **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) 2008-09 Uni high photo ID card, 5) check for \$30, payable to “UHS”. **Eligibility** – see student Parking Permit Application form for eligibility instructions.

The registration process should take approximately one hour to complete. Freshman and New Student registration will include an orientation tour so please allow a minimum of 2 hours (Thursday, September 3) We ask for your cooperation by making sure all of the necessary materials are completed prior to your arrival.