

SMHS REGISTRATION PROCEDURES FOR THE 2011-2012 SCHOOL YEAR

ALL First Day Packet and critical forms need to be accessed online. See enclosed flyer for instructions. To return your materials, you have 3 options:

WE RECOMMEND:

1. **DROP OFF** your completed registration materials to:
 - (a) the San Marino High School Teacher's Lounge on July 20-22 or August 15-17 between 9:00 a.m. – 12 noon. The Registration Team will be there to help you.
 - (b) the Assistant Principal Office (APO) between 8:00 a.m. – 1:00 p.m. **Last date for drop off is Tuesday, August 16.** APO Office is closed from July 22 through August 12 so you cannot drop-off between those dates.
2. **MAIL-IN** your completed registration materials to:
San Marino High School Registration, 2701 Huntington Drive, San Marino, CA 91108. **Your registration packet must be postmarked no later than August 12th.**

WE DO NOT RECOMMEND:

3. **WALK-IN on Registration Day Monday, August 22.** Your student can go to "Walk-In" desk with their completed registration materials at their grade level's appointed time (see below for schedule). **However, be aware that your student will likely have to WAIT in a long line.**

If materials are dropped off or mailed in advance, the registration process for your student will take less time. Your student only needs to come to school on Monday, August 22 at their appointed grade level time (see below for schedule) to receive their class schedule, textbooks, ASB card and have their photo taken. Please note that this photo will be used both for their ASB photo ID and their yearbook picture (for grades 9-11). If you wish to order copies of this photo, send the photo order brochure along with your check with your student on Registration Day. Your student will then be prepared to start classes on the first day of school, Tuesday, August 23.

AUGUST 22 REGISTRATION DAY SCHEDULE***

Seniors	8:00 a.m. to 9:30 a.m.
Juniors	9:30 a.m. to 11:00 a.m.
Sophomores	11:00 a.m. to 12:30 p.m.
Freshmen and new students of all grades	8:45 a.m. Orientation Registration from 12:30 p.m. to 2:00 p.m.

ATTENTION PARENTS OF FRESHMEN AND NEW STUDENTS TO SMHS OF ALL GRADES: All freshmen and new Students must arrive at school at **8:45 am** to attend a mandatory orientation in the Neher Auditorium. Following the orientation, the students will have the opportunity to learn about SMHS student clubs and other school activities during lunch. Lunch can be purchased on campus for \$6. Their registration will begin at 12:30 pm.

If your student cannot come to school on Monday, August 22, he/she should arrive early on Tuesday, August 23 with their completed registration materials. Remember, it will be more time consuming for them to receive their schedule, books and temporary ID. They will not be able to have their picture taken for their permanent ID until the makeup picture day September 27, 2011.

Thank you,
Margaret Tom, Registration Chair
Toni Callahan, VP Membership

****Your student will not be allowed to register and attend school if she/he has any unpaid library or athletic fines. Please pay all fines by July 21.**