

PERSONAL CHECK LIST FOR 2020-2021 LHC REGISTRATION

**This check list is for your personal use. It includes ALL the necessary steps to ensure registration goes smoothly.*



APPLICATION DAYS

Read the entire 2020-2021 LHC Policy Handbook

*Current members, the Policy Handbook is updated every year. Be sure that you take a moment and review its contents every year. It is a good idea to print the Handbook and keep it in a binder for easy access.

Print, fill out and sign (as needed) the following to Apply for LHC Membership: (Forms found on LHC website)

- 1. LHC Family Application form 2020-2021
- 2. Student Agreement form (separate one for every child 10 years and older)
- 3. Liability and Medical Release form
- 4. Parent Job Info Sheet
- 5. Parent Release Form
- 6. Gather \$40.00 Registration Fee (cash or check made payable to Living Hope Co-op)

MAIL IN YOUR APPLICATION:

- Send in all of the above forms and payment **POST MARKED BY APRIL 1ST or drop off on APRIL 3RD**
 - Contact information can be provided- use the address on "Contact Us" via our website.

REGISTRATION PREPARATION

Registration Preparation:

- Read the "Registration Instructions" sheet that is located on the website for printing**
- Put your "Registration Dates" on your calendar. (Dates listed on Registration Instructions.)
- (New Members) New Family Orientation -TBD (You will receive information as to when this will be held.)
- Be sure your background check is completed (Current members will be contacted if this needs renewal.)

Website Preparation for Registration:

(Current Members)

- Login to the website to be sure you know your password and you are able to login.
- Update the grade level of each student to reflect their grade level in the fall. (**If students aren't listed correctly the system may not allow registration for particular classes due to grade level requirements.*)
- Update/Verify your home address and phone number. (Please specify your phone number as 'cell' or 'home'.)

(New Members) After receiving your password for the website: (By April 9th)

Go to the website and login with the robo-password. Next – change the password to one of your choosing.

- Review your family information to insure it is correct (Address, Names, phone number, and email.)
- Verify that the grade level for each of your children reflects their status in the fall.
- You will receive a phone call from one of our Registrars. Please be thinking of questions that you have 😊

ALL Members:

- Using the online class grid, plan out your student's classes. Have back up choices made ahead of time in case classes close before or during your registration window.

REGISTRATION

Online Registration: (Registration opens at 10:00pm on the beginning date of your registration window.)

- Be sure you are logged in *before* your window opens.
- Register your student(s) – once you have a spot in each class these seats are secured.
- Register your parent jobs – *there is a possibility* that your schedule will be changed. If there are no jobs available, you may leave your schedule blank or sign up for "no preference". You will be scheduled later as the board fills out the co-op needs.
- Contact me (Stephanie Wright) if you need help- I'll be up the first night of your registration window. (*I tend to be helping a couple people at once – please be sure to include your name in texts!*)
Please keep your email open – if there is a website problem, I will alert everyone through email.