

**Collinsville High School**  
2201 S. Morrison Ave.  
Collinsville, IL 62234

December 21, 2018

To the parents of:

Dear Parent/Guardian:

We are pleased to announce Collinsville High School will soon begin online course registration for the 2019-20 school year. This is an exciting time for our school and for our students. Online course registration prepares students for the future. Nearly all employers, technical colleges and universities have online applications and/or registration processes. Our system will help students become more adept with online procedures so they may have a more seamless transition from high school to work or post-secondary education. We will introduce you and your child to CHS by hosting "Getting to Know CHS" events in the next few weeks.

CHS Counselors will deliver the 2019-20 CHS Course Offering Guide to 8<sup>th</sup> grade students on Thursday, January 3rd at CMS. The Course Guide is also available online at:

<https://sites.google.com/cusd.kahoks.org/chs-counseling-dept/academics>

Students will be able to register online for 9th grade classes from home through January 18th, or they may simply turn in a completed and signed registration worksheet after the "Getting to Know CHS" programs.

**Getting to Know CHS**  
*Wednesday, January 9th*  
CHS Auditorium  
Starting at 6:30 p.m.

**CHS Open House**  
*Saturday, January 12th*  
CHS Counseling Department  
All 8<sup>th</sup> grade students and families  
8 a.m. – 12 p.m. & 1 p.m. – 3 p.m.

**What should students do next?**

1. Complete the registration worksheet using the Course Offering Guide
2. Login to their Family Access Account
3. Click on "Schedule" and "View Requests for 2019-2020"
4. Using your completed registration worksheet, click and add classes from the "Available Courses" table to the "Selected Courses" table. Students will have 6 credits of classes for a complete schedule
5. The selections are saved automatically

Please follow the steps on the enclosed instruction sheet and use the following Skyward Student Access login and password:

Student Access Login:

Student Access Password:

- OVER -

## Tips for Successful Course Registration

- Select each course as it appears on your worksheet
- Talk with your teachers about English, Math & Science recommendations. Math placement will be based off the Math Placement Test.
- **Athletic PE requires a recommendation (Get a signature from their current head coach on the yellow worksheet)**
- Courses are listed alphabetically in the “Available courses” table
- Be sure to select the correct course numbers
- Choose courses that are available based on your grade level; some courses are for 10<sup>th</sup>-12<sup>th</sup> grade only
- Select courses for the entire year (Semester 1 **and** Semester 2 Courses)
- Be sure to *complete “Alternate” course selections* as backups in case of scheduling conflicts
- **Students may also turn in completed registration worksheet to CMS main office by 1/18/19**

Questions regarding selection of your student's classes for next year, use of the online system, or other registration questions should be directed to the CHS Counseling Department at 346-6320 ext. 1137.