

Dear Parent/Guardian:

We are excited about the beginning of the 2015-2016 school year at Palatine High School. As we approach the opening of the school year, please make note of the following information:

- **If you have not yet completed the registration process, please do so as soon as possible.** This includes the \$160 registration fee, as well as any other applicable fees.
- Incoming freshmen and students new to Palatine High School must submit their physical, immunization information, birth certificate, and proof of residency before registration can be completed.
- Walk-in registration will be available at Palatine High School from Monday, August 3 through Wednesday, August 12, 2015, between the hours of 7:30 a.m. until 3:30 p.m. (Except for Friday, August 7 - 7:30 a.m. to 1:00 p.m.) and on Saturday, August 15 at the Palatine Opportunity Center (POC) from 9:00 a.m. to 2:00 p.m.

Students may view their course schedule for the 2015-2016 school year beginning August 3 by logging into their Infinite Campus student account; the link is available on the PHS webpage (www.phs.d211.org). Your user name will be your student ID number preceded by three zeros; your password will be the first initial of your first name, the first initial of your last name, and then your date of birth using MMDDYY format. For example, student John Smith whose ID number is 123456 and was born on May 18, 1994 would have the following user name and password:

User Name: 000123456

Password: js051894

Please note that you can view/print your **tentative** schedule in the Infinite Campus student portal. **Official schedules will be distributed on Thursday, August 27, 2015 beginning at 7:30 a.m. in the student cafeteria only to those students who have completed the registration process.**

POLICY REGARDING SCHEDULE CHANGES

No schedule changes other than schedule errors will be made. Juniors and seniors may drop a fifth/sixth subject without penalty between August 27, 2015 and October 2, 2015, provided the class has been attended regularly. Due to the 20-credit graduation requirement, freshmen and sophomore students are required to take five academic subjects. Schedule errors include:

- Male in Female PE class and vice versa
- Missing lunch, PE or any required academic course (not chosen electives)
- Wrong course level

We believe that over 99% of the student schedules are accurate. If there is an error:
Please make all corrections prior to August 21, 2015.

Counselors are available on a first-come, first-served basis
Office Hours: 8:00 a.m. – 3:30 a.m. – Monday through Thursday
8:00 a.m. – 12:30 p.m. – Friday

COUNSELORS ARE NOT AVAILABLE FOR CORRECTIONS AFTER AUGUST 21.

STUDENT SCHEDULE ADDRESS CORRECTIONS

If your name, address, or phone numbers on the schedule are not correct, report this information to the Registrar's Office. If your address has changed, you must bring in proof of your new address.