

Dear Parent/Guardian:

We are excited about the beginning of the 2017-2018 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 \$170 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, July 24 through Friday, August 11, 2017, between the hours of 7:30 a.m. until 3:30 p.m. (Except for Friday, July 28 - 7:30 a.m. to 12:30 p.m.). We will have extended hours on Thursday, August 3 at the Palatine Opportunity Center (POC) from 4:00 p.m. to 8:30 p.m. and at Palatine High School on Tuesday, August 8 until 6:30 p.m.

Students may view their course schedule for the 2017-2018 school year beginning August 1 by logging into their Infinite Campus student account; the link is available on the PHS webpage ([www.phs.d211.org](http://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, 1999 would have the following user name and password:

User Name: 000123456

Password: js051899

Please note that you can view/print your **tentative** schedule in the Infinite Campus student portal. **Official schedules will be distributed on Monday, August 14, 2017 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 14, 2017 and September 18, 2017, provided the class has been attended regularly. Due to the 20-credit graduation requirement, freshman and sophomore students are required to take five academic subjects. Schedule errors include:

- 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 7, 2017.

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 7.**

## **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.