

TO: Parents and Students
RE: Registration for 2017/2018
DATE: February 14, 2017

INSTRUCTIONS FOR REGISTERING FOR 2017/2018

Your student received a registration worksheet Tuesday, February 14. Advisors have scheduled individual meetings with students on February 22 or 24 to review and advise for an appropriate academic program. This recommended schedule will be listed on the "Request for Classes" form. The form has all courses and alternate course selections listed with appropriate department/teacher approval signatures. Parents should carefully review the schedule and sign the form. Questions or concerns can be noted on the bottom of the form and will be reviewed by the advisor or the Academic Vice Principal. Students will receive the Request for Classes form, Emergency form, Concussion Form, Cardiac form, and the Tuition Enrollment Contract during their advising appointment. Please note: The school course catalog is on-line under the academic section of our web site: www.bellarmineprep.org/academics.

Also required for registration are final forms requiring completion. Please be certain all are filled out, signed and returned. **The following forms need to be signed and returned:**

To be returned to student's advisor by Monday, February 28, 2017:

- **Request for Classes**
- **Updated Emergency Form***
- **Concussion Form**
- **Cardiac Form**
- **Tuition Enrollment Contract**

*Please note that we only **update** the Emergency Form. Parents should have completed this original form for freshman registration. *You need only to update this form and return it with registration materials.* These forms provide information that will be used for any school activity (emergency situations, field trips, retreats and athletics). Please update the form carefully, sign and return with the registration materials. **If no changes, please sign and return.**

Students planning not to return to Bellarmine should still complete the class registration process but the Tuition Enrollment Contract should have "**Not Returning**" written across the form and **signed by the parent.**

With this process, it is our plan that all students will have their 2017/2018 course schedule before the end of this school year. Thank you for your assistance in this process. Remember, parent and student signatures are required and all forms are returned to the advisor.

Barbara Lidikay
Academic Vice Principal