

ARROWHEAD HIGH SCHOOL COURSE SELECTION

2012/13

Due Friday February 3, 2012



Students should turn the following into the Counseling Office or Study Hall:

1. Required: Arrowhead Course Selection form: Highlight/Circle choices for both semesters.
2. Required: Printout of online course selections stapled to the Arrowhead Course Selection form – directions below
3. Optional: Summer School Course Selection form and printout – see directions on the lower half of this sheet

Please follow the instructions below to successfully register for courses for 2012-13. Students must have their Skyward Family Access Login to complete this process. If you do not have your Skyward login information, contact Mrs. Downing at 262/369-3612 Ext. 4122 or downing@ahs.k12.wi.us Incoming Freshmen are not able to register online due to login access.

1. Go to the school website: arrowheadschoools.org
2. Click “Students” at the top of the screen
3. Click “Family Access”
4. Enter login information (see note above if you do not know login)
5. Skyward Home page appears – on the top of the screen confirm that your name is correct next to “Student” and Arrowhead High School appears next to “School”
6. Under the heading “Course Requests,” on the left side of the screen, click “Courses for 2012-2013
7. Each grade level will have different courses
8. Click the “Update Requests” tab at the top of the screen
9. Highlight the line with the course you wish to select
10. Click “Add Course” at the bottom of the screen
11. Be sure to select both semesters for courses that are year-long offerings (Example: English 11-1 and English 11-2)
12. Press “Print” to get your online registration verification, staple it to the Course Selection form, & turn in by February 3 in Study Hall or the Counseling Office

(Optional) ARROWHEAD HIGH SCHOOL FULL CREDIT SUMMER SCHOOL COURSE SELECTION 2012

Due Friday February 3, 2012

To enroll in a full credit summer school course, student must turn in a copy of their Summer School Course Selection form and a printout of their online verification. NOTE: The process is different than the online selection of regular school year courses.

- Go to the school website: arrowheadschoools.org and click “Students” at the top of the screen
- Click “Family Access”
- Enter login (Contact Mrs. Downing at 262/369-3612 Ext. 4122 or downing@ahs.k12.wi.us for login questions)
- Skyward Home page appears – confirm on the top of the screen that your name is correct next to “Student” and Arrowhead Summer School appears next to “School”
- On the left side of the screen, under the heading “Arena Scheduling” click “Courses for 2012-13”
- On the upper right of the screen, switch “Selected Search Option” to “By Course Description”
- Use the “next” and “previous” buttons to see full list of available courses – each grade level has different choices
- To select a course, click the “Add” button left of the course title, confirm you are sure, and the course will be added
- Use the tab at the top of the screen “Selected Classes” and then print verification, staple it to the Summer School Course Selection form, and turn in to Study Hall or the Counseling Office.

SUMMER SCHOOL ONLY Priority Registration by Grade Level

1. Seniors ONLY January 27 – January 30
2. Juniors and Seniors ONLY January 31 – February 1
3. Sophomores, Juniors and Seniors February 1 – February 3

Students must print out their online verification, staple it to their completed Summer School Registration form on or before February 3. As space permits, students may continue to register for Arrowhead High School Summer School, in person, at the North Campus Front Office. Incoming Freshmen are not able to register online due to login access.

*Information about credit recovery classes will be available in March on the Arrowhead Website
Registration for these courses will not be online*