

# 2019 – 2020

## 7<sup>th</sup>/8<sup>th</sup> Online Registration Instructions

**On-line Registration Opens March 19<sup>th</sup> & Closes March 29<sup>th</sup>**

1. Go to the Skyward Family & Student Access website (<http://family.tahoma.wa-k12.net>). Use your current student or parent login and password to enter the site. If you don't know your password, please use the reset on the login page. Please select **NO** if it asks to remember password.
2. Click on **Schedule** on the left side of the page.
3. In the box on the upper right side of the page, you will see **Course Requests Now Open**. Beneath that, click on **“Request Courses for 2019-2020 in Maple View Middle School”**. If you don't see this, please contact Mickey VonStubbe, Maple View Middle School Registrar at 425-413-5565.
  - a. Select each course by highlighting the course and clicking **Add Course**.
  - b. To remove a course, highlight the course and click **Remove Course**.

Course descriptions are available online through the District and Middle School websites. Go to **Our Schools**, then click on **Maple View Middle School Registration**, then click on **Gr 6-8 Course Catalog 2019-20**.

**You must have 1.5 credits when you are done requesting your elective classes. If you have less than 1.5, you have not entered enough classes to complete a full schedule (these are not high school credits).**

4. **Enter your first choice electives.** Choose either:
  - a. One full-year class and one semester class  
OR
  - b. Three semester classes

Note, do not enter required courses; they will be added by the school.

Required classes include:

- ◆ Language Arts
- ◆ Social Studies
- ◆ Health and Fitness (one semester)
- ◆ Math
- ◆ Science

5. Click the **Request Alternates Tab** to enter your alternate elective class choices. Please enter at least four alternate electives here. Remember, you may be placed in any of these class choices. Please choose carefully
6. When you exit the site by clicking the red X button in the top right corner, your input will be automatically saved.
7. Turn in your completed registration form to your Science (6<sup>th</sup> grade) or Social Studies (7<sup>th</sup> grade) Teacher by **March 29<sup>th</sup>**.

*\*Remember to attach an application form for each class that requires one.*