PERSONAL CHECK LIST FOR 2024-2025 LHC REGISTRATION

This check list is for your personal use. It includes ALL the necessary steps to ensure registration goes smoothly.

APPLICATION DAYS

❑ **Read the entire 2024-2025 LHC Policy Handbook**
*Current members, the Policy Handbook is updated every year. Be sure that you take a moment and review its contents every year. It is a good idea to print the Handbook and keep it in a binder for easy access.

❑ **Print, fill out and sign (as needed), and bring the following to Application Days:** (Forms found on LHC website)
1. LHC Family Application form 2024-2025
2. LHC Statement of Faith
3. Student Agreement form (separate form for each child 10 years old and older)
4. Liability and Medical Release form
5. Parent Job Info Sheet
6. Parent/Teacher Release Form
7. $45.00 Registration Fee (cash or check made payable to Living Hope Co-op)

❑ **Bring in your Application forms on: March 25th or April 8th**, between the hours of **8:30 am – 1:30 pm.**
☐ Bring your completed forms and Registration Fee in person to Lighthouse Christian Center. Our LHC Board Table will be located in the Fellowship Hall on the lower level of the church.

REGISTRATION PREPARATION

❑ **Registration Preparation:**
☐ **Read the "Registration Information" sheet that was given to you on "Application Day".**
☐ Put your "Registration Dates" on your calendar. (See Registration Information sheet you were given when you applied.)
☐ (New Members) Mark the calendar for New Family Orientation (April 29th, 9:45AM)
☐ Be sure your background check is completed (Current members will be contacted if this needs renewal.)

❑ **Website Preparation for Registration:**

(Current Members)
☐ Login to the website to be sure you know your password and you are able to login.
☐ Update the grade level of each student to reflect their grade level in the fall. *(*If students aren't listed correctly the system may not allow registration for particular classes due to grade level requirements.)*
☐ Update/Verify your home address and phone number. (Please specify your phone number as 'cell' or 'home'.)

(New Members) After receiving your password for the website:
☐ Go to the website and login with the robo-password. Next – change the password to one of your choosing.
☐ Review your family information to insure it is correct (address, names, phone number, and email.)
☐ Verify that the grade level for each of your children reflects their status for 2024-2025.

ALL Members:
☐ Using the online class grid, plan out your student's classes. Have back up choices made ahead of time in case classes close before or during your registration window.

REGISTRATION

❑ **Online Registration:** (Registration opens at 10:00pm on the beginning date of your registration window.)
☐ Be sure you are logged in *before* your window opens.
☐ Register your student(s) – once you have a spot in each class these seats are secured.
☐ Register your parent jobs – *there is a possibility* that your schedule will be changed. If there are no jobs available, you may leave your schedule blank or sign up for "no preference". You will be scheduled later as the board fills out the co-op needs.
☐ Contact me if you need help- I'll be up the first night of your registration window.
(I tend to be helping a couple people at once – please be sure to include your name in texts!)