

# Registration Procedures 2016-2017



*Step 1--Check out the great classes  
& Decide what your family needs*



**Step 2--Make sure you are in good standing with your current teachers so that nothing impedes your registration**



**Step 3--Go to website, log in and update your family profile--Be sure to add YOURSELF as a student-- Check kids' ages and grade levels**



**Step 4--On the website fill out the paperwork (found under the Publications/Documents Tab): read the handbook, fill out compliance agreement, fill out adult waiver, fill out youth waiver**



**Step 5--Pay Heritage Fees using Paypal or check (Under the HHSW Registration Tab)**



**Step 6--Receive an email from the Board that Unlocks You and allows you to register for classes and service opportunity**



**STEP 7--REGISTER FOR THE CLASSES YOU WOULD LIKE**



**STEP 8--PAY THE DEPOSIT DIRECTLY TO THE TEACHER--PLACE IN TEACHER'S FOLDER BEFORE THE CLOSE OF HERITAGE IN MAY SO YOU DON'T NEED TO MAIL IT TO THE TEACHER--THIS DEPOSIT IS NON-REFUNDABLE (MUST BE PAID BY JUNE 30)**



**Step 9--Register for a Service Opportunity**



**STEP 10--PURCHASE THE NECESSARY BOOKS AND SUPPLIES**



**STEP 11--MAKE ARRANGEMENTS TO PAY THE FEES FOR THE CLASS--EITHER IN ONE PAYMENT OR IN 4 PAYMENTS (UNLESS THE TEACHER HAS INSTRUCTED YOU TO DO SOMETHING DIFFERENTLY VIA COURSE DESCRIPTION)**



**Step 12--Enjoy the summer and await the start of class in the Fall**

