**REGISTRATION DOCUMENTS** are emailed to all students and staff, and are always available on the Garfield Course Registration webpage [https://garfieldhs.seattleschools.org/services/school_counseling/class_registration](https://garfieldhs.seattleschools.org/services/school_counseling/class_registration)

- Graduation Requirements Checklist
- Preparing to Register for completing the Course Request Work Sheet
- Course Request Work Sheet for next year’s grade
- Online Registration Instructions for inputting data from the Course Request Work Sheet

Review the **Garfield Course Descriptions** for Garfield-specific information, on the Garfield Counseling Course Registration page [https://garfieldhs.seattleschools.org/services/school_counseling/class_registration](https://garfieldhs.seattleschools.org/services/school_counseling/class_registration)

**STEP 1:** On The Source, review your Grade History and check-off on the Graduation Requirements Checklist all courses you have successfully completed (for which you’ve earned credit with a grade of D or higher).

**STEP 2:** Using the Graduation Requirements Checklist and the online Garfield Course Descriptions, determine which courses you should take for the next academic year. If you have questions about courses, email an Advisory peer, teacher, or current counselor.

**STEP 3:**
- **CHOOSE** LA, SS, Math, & Science.
- **CHOOSE 4-5** semesters of other electives and graduation requirements. **Class of 2024 must check World Language as two of these electives.**
- Choose & mark **ANOTHER 4** alternate electives with an A in the box.
- **You should have sixteen boxes marked:** 12 CHECKED REQUESTS + 4 A’s/ALTERNATE electives.

**STEP 4:** Other helpful information on the Garfield Counseling > Course Registration webpage:

- **Garfield Course Descriptions** provide additional Garfield information not listed in the online description.
- **Math & Science Flow Charts** show course sequence.
- **Schedule Requests, Changes & Course Withdrawals** (w/Weekly Time Commitment Work Sheet)
- **Running Start**

**STEP 5:** Use your **Course Request Work Sheet** and the **Online Registration Instructions** to go on The Source and enter your courses for Online Registration. 10th Grade LA is automatically assigned.

Space is limited in the AP Sciences. If requesting AP Science, please ALSO email the Registrar’s Office, Ms. Chow, **MLCHOW@seattleschools.org**, with your PRIMARY and ALTERNATE science requests. (e.g. Primary: AP Chem. Alternate: AP Bio) Don’t forget your name.

**Online Registration is open February 8th 9AM to February 25th 4PM**

YOU MAY EDIT YOUR ONLINE REQUESTS THROUGH 25FEB. YOUR ONLINE COURSE REQUEST DATA WILL BE USED TO CREATE BOTH THE SCHOOL’S SCHEDULE AND YOUR SCHEDULE. IF YOU DON’T REGISTER ONLINE, YOUR COUNSELOR WILL CHOOSE YOUR COURSES.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Counselor</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th Grade</td>
<td>Ms. Alston</td>
<td><a href="mailto:KALSTON@seattleschools.org">KALSTON@seattleschools.org</a></td>
</tr>
<tr>
<td>10th/11th/12th A-Ko</td>
<td>Mr. Lee</td>
<td><a href="mailto:DWLEE@seattleschools.org">DWLEE@seattleschools.org</a></td>
</tr>
<tr>
<td>10th/11th/12th Kp-Z</td>
<td>Mr. Courtney</td>
<td><a href="mailto:KCOURTNEY@seattleschools.org">KCOURTNEY@seattleschools.org</a></td>
</tr>
<tr>
<td>ELL, Running Start, 504</td>
<td>Mr. Willis</td>
<td><a href="mailto:REWILLIS@seattleschools.org">REWILLIS@seattleschools.org</a></td>
</tr>
</tbody>
</table>

30-Jan-21