



COMPLETING  
ONLINE  
REGISTRATION IN  
SKYWARD AND  
TURNING IN  
COMMITMENT FORM

Online Registration Due Feb 21st!

# IF YOU ARE TAKING HONORS/AP/CHS COURSES

- **Did you and your parent sign the Commitment Form?**
- **Please turn in your Commitment form to your PASS teacher!**



# ONLINE REGISTRATION

**Hopefully, by now your course requests and alternates are already entered online! If not, please go online NOW and enter your requests AND alternates.**

## **Directions:**

1. Log on to Skyward and click on Schedule tab.
2. On top right of screen, click on link for “Request Courses for 20-21”
3. Choose your required and elective courses by using search window and typing in course code and then click “Add course”. Note: Course codes are listed on our Course Offerings Sheet.  
*To delete a class, highlight class you want to delete and click remove course button.*
4. Once you have a full schedule, click on Request Alternates tab and add in your 6 alternates.
5. Exiting out will save your requests and alternates.

# PASS TEACHER DIRECTIONS

## Teachers--

- ❑ Please have students open their Chromebook to Skyward.
- ❑ Make sure that students have entered their requests and 6 alternates online. Click [here](#) for directions on how to check students courses online and to see typical schedule by grade level.
- ❑ Please collect all Honors/AP Commitment Forms.
- ❑ Students bringing Commitment Forms late need to bring it to the counseling office.

# REMEMBER

You will be notified via email in the summer when you can view your schedule on SKYWARD. Please know that counselors have done their best to accommodate the requests you have made in Skyward online registration.

Due to teacher contract language, we will be unable to make schedule changes unless we have made an error. Once school starts we will only see students who have a **NECESSARY** schedule change that we did not anticipate. Check website for the summer letter and when the schedule may be viewed.

**THANKS FOR YOUR GOOD WORK!**



A calendar grid for the month of August. The title "August" is in a large, bold, black font at the top left. To the right of the title is a small vertical list of days from Sunday to Saturday. The calendar grid itself has a light blue background with white text. The days of the week are listed in the top row: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday. The dates are arranged in a grid, with the first row starting on Sunday the 27th and ending on Saturday the 1st. The second row starts on Sunday the 2nd and ends on Saturday the 8th. The third row starts on Sunday the 9th and ends on Saturday the 15th. The fourth row starts on Sunday the 16th and ends on Saturday the 22nd. The fifth row starts on Sunday the 23rd and ends on Saturday the 29th. The sixth row starts on Sunday the 30th and ends on Saturday the 5th of the following month.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5