

## Class Registration Worksheet

- Use the blank worksheet that follows this page to help you organize your schedule as you decide which class(es) you would like each child to take on each/either day.
- Be sure to keep this worksheet with your registration form for registration processing.
- Following are some reminders and guidelines for filling out this form as well as a sample for your convenience.

### Reminders

**5-class limit** – There is a limit of 5 total classes per child for the combined days when registering on August 3<sup>rd</sup> and 4<sup>th</sup>. Additional classes may be added to your schedule during Open Enrollment opportunities, August 5<sup>th</sup> – September 1<sup>st</sup>, 2010 for Tuesday and Wednesday classes. **If you are teaching more than 5 hours you may enroll your child during all the hours you are teaching.**

**Lunch** – Don't forget to schedule a lunch period for each child. Food is not allowed in the classrooms or the hallways. Please remember that parents must supervise their children during lunch. This is especially important if you plan to serve as a Teacher or Vital Partner.

**Cancelled Classes** – If a class is cancelled because minimum enrollment is not met, you will be notified as soon as possible. The non-refundable initial payment may be applied to another class selection or returned in this situation only.

### Directions

#### Make Extra Copies

If you have several children taking classes on both days, we recommend that you make additional copies of the worksheet before you begin.

#### Enter Students Name and Day of Classes

This will help you visualize where all your children will be simultaneously.

#### Enter 1<sup>st</sup> Choice for each hour

Fill in your first choice class for each of your children for each hour. Be sure to enter the **class number and name**. Registrations are processed by **class number** so it is imperative that they are included.

#### 2nd and 3rd choices

Many classes fill up quickly and it is possible that a class may close before your registration is received. **Be prepared for this by having a 2<sup>nd</sup> and 3<sup>rd</sup> choice for each hour already selected.**

#### Waiting lists

If a class is full when your registration is received, you may elect to be put on a waiting list. Please circle "wait" next to the class you would like to be on the waiting list for. **If you choose to be on a waiting list for a class, you may not sign up for another class at that same time.** We will contact you if room becomes available in the class. Class enrollment can change until September 1<sup>st</sup>, 2010 for Tuesday and Wednesday classes.

#### SAMPLE WORKSHEET

Student		Katherine		
Day		Wednesday		
	Choice	Class #	Class Name	
9:00	1	wait	383	Passport to the World
	2	wait	231	Beg. Sign Language
	3	wait		
10:00	1	wait	992	Homework Room
	2	wait		
	3	wait		
11:00	1	wait	821	Physics for Kids
	2	wait		
	3	wait		
12:00	1	wait		Lunch
	2	wait		
	3	wait		
1:00	1	wait	321	Colorado History
	2	wait	502	Art
	3	wait		
2:00	1	wait	341	Patriotism 101
	2	wait	818	Glow in the Dark Fish
	3	wait		

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Student				
Day				
	Choice		Class #	Class Name
9:00	1	wait		
	2	wait		
	3	wait		
10:00	1	wait		
	2	wait		
	3	wait		
11:00	1	wait		
	2	wait		
	3	wait		
12:00	1	wait		
	2	wait		
	3	wait		
1:00	1	wait		
	2	wait		
	3	wait		
2:00	1	wait		
	2	wait		
	3	wait		

Student				
Day				
	Choice		Class #	Class Name
9:00	1	wait		
	2	wait		
	3	wait		
10:00	1	wait		
	2	wait		
	3	wait		
11:00	1	wait		
	2	wait		
	3	wait		
12:00	1	wait		
	2	wait		
	3	wait		
1:00	1	wait		
	2	wait		
	3	wait		
2:00	1	wait		
	2	wait		
	3	wait		

Student				
Day				
	Choice		Class #	Class Name
9:00	1	wait		
	2	wait		
	3	wait		
10:00	1	wait		
	2	wait		
	3	wait		
11:00	1	wait		
	2	wait		
	3	wait		
12:00	1	wait		
	2	wait		
	3	wait		
1:00	1	wait		
	2	wait		
	3	wait		
2:00	1	wait		
	2	wait		
	3	wait		

Student				
Day				
	Choice		Class #	Class Name
9:00	1	wait		
	2	wait		
	3	wait		
10:00	1	wait		
	2	wait		
	3	wait		
11:00	1	wait		
	2	wait		
	3	wait		
12:00	1	wait		
	2	wait		
	3	wait		
1:00	1	wait		
	2	wait		
	3	wait		
2:00	1	wait		
	2	wait		
	3	wait		