

Northwestern Evening High School, 2018-19

Registration Protocols -- First Semester

Updated August 18, 2018

Roles and Responsibilities

- **Station 1: In-take Greeter** - First stop for registering families. The in-take greeter will:
 - Determine if the registering student is concurrent (also taking classes in day school) or full-time (ONLY taking classes in Evening School) and provide families with respective color-coded folder and pen based on response. Families will complete paper in designated area.
 - After **CONCURRENT** families have completed paperwork, the in-take greeter will ensure paperwork is accurate and make copies of necessary documents (all concurrent students MUST HAVE the Concurrent Registration Form completed and signed from their day school and money order with the correct amount owed). If all is in order, the greeter will send **CONCURRENT** families to the bookkeeper to pay fees.
 - All **FULL-TIME** families report to the registrar after they have completed the paperwork.
- **Station 2: Registrar** - Responsible for making certain ALL registration paperwork is complete and accurately reflected in SMAX. Enroll students and complete registration procedures with fidelity (i.e. sign blue form, update SMAX, complete paperwork to request records, etc.)
 - After **FULL-TIME** families have completed paperwork, they return all forms to the Registrar. The Registrar will vet paperwork, make copies if necessary, enroll students, and send **FULL-TIME** families to the bookkeeper to pay fees. (Please note: If there is not enough time to enroll students in SchoolMax, the Registrar will collect paperwork and move families on to the bookkeeper. Registrar will enroll students throughout the evening as time allows.)
- **Station 3: Bookkeeper** - Collect payment and write receipts for all paying families.
 - A cheat sheet will be provided listing costs.
 - ALL families must pay with a money order payable to PGCPs. *It is important that the **students' names** are written on EVERY money order and EVERY receipt.*
- **Station 4: Counselors**
 - Review folder & transcripts, check for IEP/504 status, send to Ms. Holder if student has an IEP do a credit check form, complete registration forms, and provide student a handwritten schedule
 - Adebahun will collect and input ALL registered students' schedules in SMAX and print before September 17th.
- **Administrators on Duty**
 - Work with security to maintain crowd control and order.
 - Circulate throughout media center to make certain all families are served and have no questions.
 - Support overall registration process in whatever area needed.

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Northwestern EHS (Proposed) Assignments

In-take Greeter - Mr. Isaac Oke (Isaac.Oke@pgcps.org)

Registrar Designee - TBD

Bookkeeper & Special Education Coord. - Mrs. Marla Holder (mholder@pgcps.org)

NEHS Counselors:

- Lead Counselor Islamiyat Adebohun (islamiyat.adebohun@pgcps.org)
- Amanda Sealy (amanda.sealey@pgcps.org)
- Dawn Gregory (dawn.smallsgregory@pgcps.org)
- Melanie Thompson (melody.thompson@pgcps.org)
- Additional Counselor TBD

Administrators On Duty:

- Mr. Craig Barnes (Days TBD) (craig.barnes@pgcps.org)
- Ms. Teresa Hall (Days TBD) (thall@pgcps.org)