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West High Panthers,

Welcome back to West High. Monday, August 22nd, will be the 1st day of the new school year!

On-Line PRE-Registration will be available beginning Monday, August 1st to August 12th, 2016. You will also need to make an appointment to come in and get your picture ID, planner, and course schedule. Follow the instructions at <https://www.canyoncreeksoftware.com/scheduler/ut/slc/index.cfm>

REGISTRATION APPOINTMENT TIME INFORMATION for 2016 – You must select an appointment time
(Location: West High Commons)

Tuesday, August 9th, 2:00 pm – 7:00 pm

Wednesday, August 10th, 2:00 pm – 7:00 pm

Thursday, August 11th, 9:00am – 2:00pm

Friday, August 12th, 9:00am – 12:00pm

Registration Process (these links can also be found on our school website):

If possible, please pre-register online prior to coming to school. To complete the registration process, go to www.registration.slcschools.org. The West High PASSWORD is “panthers.” Returning students can find their registration pin at the bottom of this letter which was mailed home at the beginning of July. Students who are new to the district and our school, please call the school for your password to start your registration process online.

Make an appointment utilizing Canyon Creek scheduler at <https://www.canyoncreeksoftware.com/scheduler/ut/slc/index.cfm>. You are encouraged to pay fees online utilizing My School Fees at www.myschoolfees.com. You are also encouraged to have your Fee Waiver Application approved by school administration prior to August 9th.

After completing the online registration, come to West High Commons for your appointment to:

- take your photo for your school ID and yearbook – WEAR DRESS CODE
- receive your planner
- pick up your course schedule from your counselor
- pick up your bus pass

FEE WAIVER:

School staff are available Monday to Thursday during the summer to assist you with the fee waiver process. You will need your 2015 tax returns OR your three most recent pay check stubs for all working members of your household.

Bring the following with you to your registration appointment:

- **Appointment confirmation from Canyon Creek Scheduler**
- Completed signature page
- Proof of address (electric or gas bill, letter from the government with your name and address on it, signed rental agreement with address and parent’s name on it)
- Immunization information if you have received a shot this past year
- Copy of fees paid on My School Fees or a Fee Waiver Application signed by school administration

- All new students including 9th graders, please bring birth certificate, proof of address, immunizations, and transcripts
- **Wear dress code for your photo**

NOTE:

If you need access to a computer, feel free to use the Computer Lab in room 229 at West High. Someone will be available to assist you beginning August 1, or use the computers at the Salt Lake City Library. New students can complete the registration process and will receive their student ID after registration is completed by school personnel.

The West High building will be closed every Friday during the summer to conserve energy. Please do not plan to come to the building for assistance or to meet with an administrator on Fridays.

Freshman Orientation is August 19th from 8:00am-12:00pm, at West High. All incoming freshmen and new students should plan to attend. This activity will get you acquainted with your new school. School busses will pick up and drop off students for this event. You will find out more about your bus stop location at registration.

For more information: please visit the West High webpage at <http://west.slcschools.org/> for information regarding clubs, calendar, schedules, and getting involved in your school.

Sincerely,

West High Administration
Dr. Paul Sagers, Principal
Jeremy Chatterton, Assistant Principal
Pam Pedersen, Assistant Principal
Christine Pittam, Assistant Principal
Dr. Mele Taukeiaho, Assistant Principal

