

Directions for Completing RBHS Registration Forms for SY 2009-2010

Important Dates

- March 16-26 BHMS Counselors Assist Students w/Completing Registration Materials during Lunch (On As Needed Basis/1st Lunch Room 401/2nd Lunch Room 301).
- March 24 Students/Parents attend RBHS Incoming Freshmen Orientation.
- **March 25-26 Students return completed CRF and Scantron Forms** with course selections and signatures to their Language Arts teachers.

General Directions

- Go to the following website: www.RBHS.org.
- On the far right side, click on "Counseling."
- Select "Course Descriptions & Planning Guide (2008-2009 School Year)."
- You will find course descriptions beginning on page 29 of that booklet.
- Read course descriptions before selecting your classes.
- Directions for completing these forms are also found at the BHMS website. Click on link to Power Point for "Incoming RBHS 9th Grade Scheduling Instructions."
At the end of this Power Point you will also find suggested 9th grade schedules for students who are planning to attend a 4 Yr University or for those who are in the Band or AVID programs (also on pages 18-21 of the RBHS Course Descriptions & Planning Guide).

Completing the Course Request form (CRF)

- When you receive your CRF, there should already be teacher recommendations and signatures for your English, Math, Science, and Advanced Language Courses (i.e., Spanish 3, 4); do not change the teacher recommendations. If student/parent disagrees with recommendation, please attach a letter (signed by a parent) indicating the class preference.
- You will be selecting your foreign language, elective/alternative electives, and PE classes.
- Make sure student/parent sign and date the middle portion of the form.
- Also indicate at the bottom if you intend to attend summer school; list the classes.
- Avoid using white out on this form.

Completing the Scantron Form (Red/White Form)

- Use a #2 Pencil
- Check pre-printed name, ID number, and last school (BHMS)
- Take the "Course Numbers" of the courses selected from the CRF and transfer it onto the Scantron Form accordingly
- Numbers Below (1-12) Correspond to Large (Red) Numbers on the Scantron Form (see back of this sheet):
 - 1, 2 = English 1 (Sem. 1), English 2 (Sem. 2)
 - 3, 4 = Math (Sem. 1), Math (Sem. 2)
 - 5, 6 = Foreign Language or Elective (Sem. 1), Foreign Language or Elective (Sem. 2)
 - 7, 8 = Biology (Sem. 1), Biology (Sem. 2)
 - 9, 10 = Health (Sem. 1), Elective (Sem. 2)
 - 11, 12 = PE (Sem. 1), PE (Sem. 2)
 - 13, 14 SHOULD REMAIN BLANK
- After transferring the course numbers into the boxes, carefully bubble in the corresponding circles
- Double check that you have transferred the correct numbers onto the scantron form

**CRF and Scantron Forms Due Back to Language Arts Teachers by
March 25-26**

