



2017-2018 REGISTRATION PROCESS

Packet Pickup | Payment Days | Early Registration New Student Enrollment/Registration | Normal Registration

June 2017

Dear Parents and Students,

Heading into summer we are setting up a process that will hopefully help us process everyone in a timely and efficient manner. We are deviating a bit from past practices because we have two front office staff that will not return after June 30. It is possible we could go for months without staffing in these two positions. We are modifying how and when we pass out and collect fall registration information as a result of these expected vacancies. **The key dates below are the Payment Days.**

Registration Packet Pick-up

All enrolled students (returning, incoming students from Standley, and students who were accepted to UCHS via VEEP or Choice) need to pick up a registration packet the following days:

Seniors: June 22 nd 8:30 am – 10:30 am	Sophomores: June 26 th 8:30 am – 10:30 am
Juniors: June 23 rd 8:30 am – 10:30 am	Freshmen: June 27 th 8:30 am – 10:30 am

*If a student is unavailable, they can pick up a packet June 22nd – June 29th

Payment Days: (PE Clothes, ASB cards and Yearbooks- Checks & Cash only)

Because our finance clerk's last day will be June 30th, we need to try to process all payments before she retires. We may not have a person to record financial transaction for some time, so please make every effort to get your payments in as follows:

June 22nd – June 29th (from 8:30 am to 11:00 am) and (from 12:30 pm to 2:30 pm)

Early Registration:

To speed up the registration process and to free up our students who are in band camp, athletics and cheer, we are requesting these students attend the early registration days. Students are to turn in their packet information and take their student ID picture at the early registration day.

July 12th (from 8:30 am to 10:30 am) All FALL Athletes

July 13th (from 8:30 am to 10:30 am) All Marching Band and Color Guard Students

New Student Enrollment/Registration:

These dates and times are for brand new students who were not in a San Diego Unified School last year and have not already enrolled in UCHS or class at UCHS.

August 17th (from 8 am to 10:30 am) and (from 12:30 pm to 1:30 pm)

August 18th (from 8 am to 10:30 am) and (from 12:30 pm to 1:30 pm)

University City High School:: 6949 Genesee Avenue :: San Diego, CA 92122

<https://www.sandiegounified.org/schools/university-city>

The mission of University City High School is to educate students to become productive and responsible citizens, who realize their full potential through lifelong learning.

Normal Registration:

These dates and times are for returning and already enrolled students from Standley/Veep/Choice. Students are to turn in their packet information and take their student ID picture. We hope to be able to allow students to see their class schedule on this day:

Seniors: August 21st 8 am - 10:30 am

Sophomores: August 21st (from 12:30 pm to 2:30 pm)

Freshmen: August 22nd (from 8:00 am to 10:30 am)

Juniors: August 22nd (from 12:30 pm to 2:30 pm)

Thank you for paying attention to these important days and times. Please know that if you are out of town on the designated day stated, please know you can come to one of the other dates and times shared. We have set up the times, however, to accommodate the masses.

Enclosed are materials that you and your child should review and complete together for the REGISTRATION PROCESS. Please follow all directions to ensure that your child will have a smooth return to school.

Enjoy your summer and be ready for school on **Monday, August 28th**.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff Olivero", is centered within a light pink rectangular box.

Jeff Olivero, Principal