



Dear Upper School Students and Families,

I hope this letter finds everyone healthy and doing their best in this tough time of social distancing and the pandemic. We are now opening our course selection process for the 2020-2021 academic year. We are excited to offer a wide-range of academic opportunities to all students. **Students have access to a registration site** as well as a general overview of courses and grade-specific registration forms; detailed course descriptions are available in the Guide to the Upper School. Your child's teachers, Academic Advisor, and I can play an important role in his or her academic planning process, and are available to answer questions and give advice.

Below is an overview of the steps required to complete the course selection process:

1. Review the [Guide to the Upper School](#) and [2020-2021 Course Offerings](#) **prior to completing the Online Registration Form**. Pay attention to the important information on the form that will help guide you in your choices. (We have maintained a haiku page that gives an overview of electives in each department, and there is a link provided in the processing documents.)
2. **Students, using their school google login account, must complete the Online Registration Form in Google Classroom by Thursday, May 21.** Click [here](#) for the **Upper School Online Course Registration page**. Once on the page, students may click on the 2020-2021 Course Registration "class." **Online Registration closes at 11:59 p.m. on Thursday, May 21.** (These pages will become open and available a few hours after receiving this letter, therefore please "re-click" the link later in the day if you have any problems.)
3. A completed **Course Registration Confirmation PDF** will be emailed to students once the Online Registration Form has been submitted. We ask parents to review that document for accuracy, once it is received by your child via email.

Please note: Parents do not have direct access to the online registration form. Students must sign in using their school google login, and we encourage parents to be partners in this process. Given that we are not on campus to collect hard copies of parent-signed registration forms, as per normal, we will assume that you have reviewed the courses your child chooses before they are submitted. An online version of the course overview, instructions and worksheets for future reference can be found on the [Parent Portal](#) in the Upper School tab in "Forms, Letters, Lists, & Resources."

Thank you for your attention to this important process as we begin to prepare for the coming school year. Please be aware that our Director of College Advising Laura Burrell Baxter and I carefully review each student's courses prior to finalizing the schedule to ensure students are both meeting academic requirements and positioning themselves well with regard to their future collegiate aspirations.

If you have questions, please contact your child's advisor, teachers, or me.

Regards,

Brian Michaels
Upper School Head