

Procedures for Summer School Registration

Hours for Registration

Monday - Friday

7:00 a.m. to 7:30 a.m. and

During A, B and C lunch

*****May 3rd - Original Credit Deadline closes at 12:45 p.m.*****

*****May 29th - Make-Up Credit Deadline closes at 12:45 p.m.*****

1.	Student/Parent obtains registration forms from the Counseling Office.
2.	Once the student/parent completes their portion of the registration packet, return the completed registration card to the counseling office for verification and leave the forms for the counselor to approve/sign. <i>- This step is important to guarantee that students are enrolled in the correct course/the correct semester so they will receive credit AND to verify that they qualify to take the course they are requesting.</i> *Process will take 24 hours for counselors to verify course(s).
3.	Student/Parent may bring cash, cashier's check, or money order (payable to Cypress-Fairbanks I.S.D.) *Personal Checks WILL NOT be accepted. *We are unable to make change, so <u>exact</u> cash amount is required.
4.	Student/Parent will receive receipt once payment is received.