



**FORM: 2**

NO RETURN NEEDED - INFORMATIONAL

## JONES COLLEGE PREP 10<sup>th</sup> – 12<sup>th</sup> GRADE REGISTRATION INFORMATION

Registration for 10<sup>th</sup> through 12<sup>th</sup> grade students will take place during the week of August 21st to August 24<sup>th</sup> in the Jones College Prep library. The schedule for registration is flexible this year. You are not restricted to one day. However, we strongly suggest that you attend on your recommended day to avoid congestion that will delay everyone:

Monday, August 21<sup>st</sup> – 9:00 a.m. to 1:00 p.m. (Freshman orientation only)

Tuesday, August 22<sup>nd</sup> – 9:00 a.m. to 1:00 p.m. (Freshman orientation only)

Tuesday, August 22<sup>nd</sup> - 2:00 p.m. to 5:00 p.m. (Open to Anyone)

Wednesday, August 23<sup>rd</sup> – 9:00 to 12:00 noon (Recommended for Grade 10)

Thursday, August 24<sup>th</sup> – 12:00 to 6:00 p.m. (Recommended for Grades 11 and 12)

Registration will be a 2 step process:

**1.** You will return all required forms and pay your fees in the LIBRARY. Bring your completed and signed Forms 3 through 6 and 13 all in numerical order to a staff member at a workstation in the library. This staff member will check your forms and collect your payment. Form 7 is a schedule of fees. Check it carefully. You must pay your activity fee, class fees for each class that bears a fee (e.g. Metalsmithing, AP classes, Vocal Music), and any outstanding debts at registration before you receive your program. All instrumental music students will pay the \$35 fee and students renting an instrument will pay an additional \$75. If you are participating in a sport, you must pay \$15 per season. In addition, separate from your activity / class fees, bring \$5.00 (cash) to purchase a CTA bus pass. The staff member will give you clearance in the computer if you have all of the appropriate paperwork and fees. Be certain you have everything needed so as to prevent a delay in receiving your program, ID, and locker assignment. NEW THIS YEAR, yearbook photos are part of the registration procedure. Photos for sophomores and juniors must be taken in the auditorium foyer before you receive your program. There is no fee for the yearbook photo. Optional packages are available for purchase. Seniors have appointments for their photo session.

**2.** Once cleared by the library staff, you will then pick up your program, ID, and locker assignment in the first floor corridor. Your books will already be placed in your locker. You are responsible for the books in your locker regardless of whether they are the correct books or not. If you have an incorrect book or are missing a book or if you have problems with your locker combination visit Charles Mills in the Book Room in the basement immediately. If you have unfinished business with the discipline office or finance office, you may have a message to visit those offices to get your program, ID, and locker assignment. It is best to clear this up now by contacting Ms. Moody at 773-534-8600, extension 107 or [discipline@jonescollegeprep.org](mailto:discipline@jonescollegeprep.org) for discipline matters or Mr. Aleckson at 773-534-8600, extension 115 or [finance@jonescollegeprep.org](mailto:finance@jonescollegeprep.org) for financial matters. Once you have your program, ID, and locker assignment and after you have inspected your locker and books for accuracy, you may leave and come back for school at 8AM on September 5<sup>th</sup>.

We are looking forward to a great year at Jones College Prep. Please call the main office at 773-534-8600, if you have questions about the registration process.

Sincerely,

Maureen Lai, Director of Admissions – (773) 534-8600 extension 109 or [admissions@jonescollegeprep.org](mailto:admissions@jonescollegeprep.org).