

# 2023– 2024

## 7<sup>th</sup>/8<sup>th</sup> Online Registration Instructions

Online Registration Opens February 7<sup>th</sup> at 8 am and  
closes February 16<sup>th</sup> at 11:59 pm

1. Fill out your hard copy registration form to reference while registering online.
2. Go to the Skyward Family & Student Access website (<http://family.tahoma.wa-k12.net>). Use your current student or parent login and password to enter the site. If you don't know your password, please use the reset on the login page. Please select **NO** if it asks to remember password.
3. Click on **Schedule** on the left side of the page.
4. In the box on the upper right side of the page, you will see **Course Requests Now Open**. Beneath that, click on **"Request Courses for 2023-2024 in Summit Trail Middle School"**. If you don't see this, please contact Jennifer Otte, Summit Trail Registrar, at 425-413-5612.
  - a. Select each course by highlighting the course and clicking **Add Course**.
  - b. To remove a course, highlight the course and click **Remove Course**.
5. Course descriptions are available in the Middle Level Course Catalog, which is posted on the Summit Trail Middle School homepage under "Our School" → "Registration" → "Middle Level Course Catalog"

**You must have 1.5 credits when you are done requesting your first choice elective classes. If you have less than 1.5, you have not entered enough classes to complete a full schedule (these are not high school credits).**

Note, **required** courses will be mass added by the school registrar at the end of this year.

**Required classes include:**

Language Arts	Social Studies	Health and Fitness (one semester)
Math	Science	

6. Enter your **first-choice** electives. Choose **either**:
  - a. One full-year class **and** one semester class **OR**
  - b. Three semester classes
7. Click the **Request Alternates Tab** to enter your alternate elective class choices. **Please enter at least four alternate electives here.**
8. Exit the site by clicking the red **X** button in the top right corner and your input will be saved.
9. **Turn in your hard copy registration form to your Stretch teacher by Thursday, February 16th.**