

2021– 2022
7th/8th Online Registration Instructions
Online Registration Opens January 15 at noon and
closes January 22 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 2021-2022 in Summit Trail Middle School"**. If you don't see this, please contact Michelle DiDonato, 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. Keep your paper copy registration form to use for reference. You will be asked to enter your elective choices in a Google form in homeroom on 1/22 for tracking purposes. You will not turn in your hard copy registration form during remote learning.