



# QUARTZ HILL HIGH SCHOOL

An International Baccalaureate Diploma School

6040 West Avenue L, Quartz Hill, CA 93536

(661) 718-3100 FAX (661) 722-4851

**Please be sure to read the letter  
below for important online  
enrollment information!**

Dear Parent/Guardian:

We look forward to your student attending Quartz Hill High School in the 2019 – 2020 school year. This letter is to inform you about the incoming freshman registration process. Please have all of your required documentation COMPLETED and in hand prior to your arrival. **We will be taking registration paperwork April 29 – May 31, 2018, Monday – Thursday only, between the hours of 7:30 – 9:30 a.m.** (Please see Enrollment Information below.)

Please refer to [quartzhillhs.org](http://quartzhillhs.org) → **Academics** → **Guidance** → **Registration Information** for additional registration information. Please have all of the required documentation with you (see below), as well as 2019 – 2020 Registration on-line packet completed. Parents must also have their I.D. with them.

**In order to ensure a complete and timely registration process, you MUST bring the following information to your registration appointment:**

- 1) **ENROLLMENT INFORMATION MUST BE COMPLETED THROUGH *YOUR PARENT POWERSCHOOL ACCOUNT PRIOR* TO REPORTING TO THE GUIDANCE OFFICE FOR REGISTRATION!! Please bring signature page with you to registration. See online enrollment instructions on page 2 this letter.**
- 2) Student's up-to-date immunization records. Please bring a copy for us to keep. **\*\*Visit [ShotsForSchool.org](http://ShotsForSchool.org) for new vaccination law. PLEASE NOTE: We will not have access to middle school records; therefore, you must bring student's immunizations with you!!**
- 3) Address verification (2 current utility bills in the name of the parent with whom the student resides). **Be advised we DO NOT accept Lease / Rental agreements as address verification.**
- 4) Completed SRIC Form (Online access: [quartzhillhs.org](http://quartzhillhs.org) → **Academics** → **Guidance** → **Registration Information**).
- 5) Completed Course Selection Worksheet (Online access: [quartzhillhs.org](http://quartzhillhs.org) → **Academics** → **Guidance** → **Registration Info**).
- 6) Student's last report card if requesting any Honors/AP classes; Also, CAASPP scores, if possible.
- 7) AVID or IB acceptance letter, if applicable.
- 8) IEP or 504 Plan, if applicable.
- 9) Open Enrollment letter, if applicable.

**ONCE THE REGISTRATION PROCESS HAS BEEN COMPLETED, ALL COURSE SELECTIONS ARE FINAL.**

## **PRE-9<sup>TH</sup> GRADE ACTIVITIES**

Freshman Orientation:

TBD (notification to be mailed during summer)

*\*Athletes must register during the spring if they plan to participate in any Quartz Hill High School summer sport.*

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## Online Registration – Parent Introduction and *ON-LINE REGISTRATION* Instructions

**Please be sure to read the letter  
above for important  
registration information!**

Welcome to Quartz Hill High School! Our registration packet is now online through the Powerschool Parent Portal - which allows the school to securely gather your important information without all the paper forms. This letter will walk you through the steps needed for registration at QHHS. Please complete the following steps prior to attending the Registration/Enrollment process explained on the other side of this letter.

To register your incoming freshman, you will need to create an account in the Parent Portal of PowerSchool, our school's student database. In the Parent Portal, you will have access to important information such as grades, progress, attendance, teacher comments, be able to update information and communicate with your student's teachers. To create a parent portal account you will need the student's name and your confidential Access ID and Password which appear below. **(NOTE: If you already have an AVUHSD PowerSchool account for another AVUHSD student, you can link this student to your account through Account Preferences using the numbers below.)** Please complete the following steps:

1. Open your Web browser to [quartzhillhs.org](http://quartzhillhs.org) and click the link on the lower left to access the PowerSchool Parent Portal.

2. Click **Create Account**. The Create Parent/Guardian Account page appears.

3. Fill in the following information in the "Create Parent/Guardian Account" section:

**First Name** - Enter your first name

**Last Name** - Enter your last name

**Email** - Enter a parent/guardian email address. The email address entered is used for select information meant for the parent/guardian, not the student.

**Desired User Name** - Enter the user name you would like to use when logging into the PowerSchool Parent Portal. The user name must be unique. If you enter a user name that is already in use, you will be prompted to select or enter another user name. DO NOT USE spaces or special symbols or characters in the user name. Letters and numbers ONLY!

**Password** - Enter the password you would like to use when logging into the PowerSchool Parent Portal. The password must be unique and a minimum of 6 characters. DO NOT USE spaces or special symbols or characters in the password – Letters and numbers ONLY!

**Re-enter Password** - The password you enter must match the password entered in the Password field.

4. Please fill out the following information in "Link Students to Account" section:

**Student Name** - Enter the name (last name, first name) as it appears above. You can have more than one student linked to your Parent Portal account. You need the Access ID and Access Password for each student you want to add to your account.

**\*\*Access ID for this student's account --** \_\_\_\_\_

**\*\*Access Password –** \_\_\_\_\_

**Relationship** - Indicate how you are related to the student by choosing from the drop down menu.

When you click "create" you will be returned to the log in page where you will enter the user name and password that you just created. On the left side under "Navigation" click on "**2019-20 Registration**" link. **\*\*MAKE SURE YOU DO NOT CLICK ON 2018-19 REGISTRATION \*\***. Please follow the instructions as prompted. Red asterisks indicate required information. If the submit icon does not work, review the submission page for items marked REQUIRED. Formatting examples appear to the side of many of the fields. Once you have successfully submitted your student's information, print the confirmation Signature Page and bring it with you to your registration appointment.

The login and password above are for parents/guardians only. Students will have their own login information for their account which will be provided to them after school starts.

If you have any questions or need extra assistance, please call the QHHS Guidance Office, 661-718-3100 ext. 141.