

## 8th grade Registration Nights Logistics

**Dates: Feb 22nd and 23rd Start times: 5pm; 6pm; 7pm**

Staff Support Times: 4:15 to roughly 8pm (TBD when event ends +cleanup)

Staff: MLHS Counselors, Vanguard Counselors, Digital Counselor, MLHS Admin (Sheila), Vanguard/Digital Admin (??), Spanish Speaking Support (Jamilett), GEAR UP, MLHS support (Ava, Kelsi, Michelle)

1. Families welcomed to the commons - Admin, GEARUP, Jamilett
  - Unlock common doors- Admin
  - **Set Up/Clean Up:** for the commons (microphone, tables, etc)-Admin, Jamilett
  - **Set Up/Clean Up:** Outside sign, Hallway sign- Ava
  - **MLHS Set Up/Clean Up:** Extra registration forms, pencils, printed course guides, clip boards, tables in halls- Kelsi
2. Welcome and Instruction/directions for the Night - Admin
  - Occurs every hour (5pm; 6pm; 7pm)
  - Let families know:
    - If their registration forms are filled out they can head down the hall. Vanguard and Digital counselors will be in the library, MLHS counselors will be straight down the hall.
    - If their forms are not complete or if they have questions, they can stay put in the commons and GEAR UP will come around and help them.
3. Families with incomplete registration forms stay in commons
  - GEAR UP Staff support families with the registration forms or questions.
  - Jamilett also stays back to support any Spanish speaking families. When commons clear, help MLHS with the lines.
4. Families with completed registration forms will head down the 100 Hall to meet with Counselors, DLC or Vanguard.
  - **Vanguard and DLC: Library**
  - **MLHS Counselors: 100/200 Halls**
  - MLHS support staff will be set at the front of the MLHS line to watch for open counselors: Ava
  - MLHS Support Staff will help families in the MLHS line.
    - Ask families to take a look at their registration form and check for any issues while they are in line.
      1. Make sure to have a clipboard, registration form, pencil and eraser.
      2. If the lines are short, we will skip this part and just have them go straight to counselors.
    - **Set Up/Clean Up:** tables, chairs, supplies: Ava, Kelsi, MLHS support staff
    - 1 table will be set up to hold supplies for the start of the MLHS line.
    - 7 tables for MLHS counselors
    - About 16 chairs will be needed for 100/200 hall area.
5. MLHS Counselors meet with families
  - 100 Hall outside Strophy class: Patty, Lilia, Norma
  - 200 Hall outside Walther class: Amber, Krista, Enrique, Custodio
    - **Set Up/Clean Up:** tables, chairs: counselors and MLHS support staff
    - Counselors initial each registration form - Top Right Corner
    - Counselors bring: Chromebook, Erasers, PE Waivers, Registration Forms, Pencils, Highlighter, office chair
6. Students & Families exit out the 200 Hall or through the Doors across from RM 180.