

HN Document #: 008

HN Online Registration Procedures

This document of Hope Chinese School at Herndon (HN) establishes the procedures to assist online registration team member to execute, and to guide HN parents to follow HN Policy HNP007 (Enrollment policies for student elective classes and parent activities).

The following terms are used throughout the document.

- a. A student is a child who has enrolled, or wishes to enroll at HN.
- b. A parent is the father, mother or legal guardian of a student.
- c. A family consists of student(s) and parent(s). Grandparents are treated as parents.
- d. In-service teachers or staff are those who teach or serve as volunteers in a school year where the registration takes place.

The registration procedures are as follows.

1. A registration process shall begin at the registration of students in the family. The school strongly advises that Chinese name for the students be entered to complete the registration, if one is available.
2. A student registration shall begin at an enrollment to a Chinese class, then an enrollment to elective classes.
3. The assistant principal (AP) of study of HN is the designated school officer to handle the special enrollment cases for students. When this AP is not available, the special cases may be resolved by school principal.
4. Upon the completion of student registration, registration of a parent to parent activity may begin. The parent is advised to provide a Chinese name, if any.
5. An in-service teacher may register to a parent activity like a parent. The online registration system shall verify the in-service status. An in-service staff shall seek approval from designated school officer in order to register parent activities.
6. The assistant principal (AP) of parent activity of HN is the designated school officer to handle the special enrollment cases for parents. When this AP is not available, the special cases may be resolved by school principal.
7. Only family members can share the same family profile.

8. When permission is required from designated school officers, a written permission slip from the designated officers will be provided to process the registration.

Board of Directors

Hope Chinese School, Herndon

Date of Approval: Nov. 30, 2006