

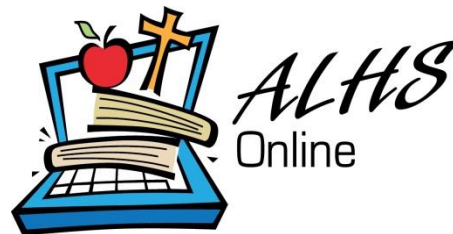
## ALHS Online Registration Information: 2020-2021

Registration will take place online, NOT by sending in this form.

The following information will be needed to register online.

Questions concerning ALHSO may be directed to:

Dr. Jim Grunwald [grunwajr@mlc-wels.edu](mailto:grunwajr@mlc-wels.edu)



### Instructions for Registration (See next page for more detailed information.)

1. Gather the information below; go to <http://mytads.com/a/alhsonline>, and select **Fall 2020-Spring 2021 School Year** and then select **Click here to apply**. If you had an ALHSO TADS account last year you may use it to **Sign in** or select **Create a New Account** and enter the requested parent/guardian account information. If you are asked for a "Setup Code" to get back into your account, it is AKIKK-2TC.
2. During the registration process, you will be asked to make arrangements to pay a one-time, non-refundable, **\$25 registration (admissions) fee**. (The fee increases to \$35 after Aug. 5.)
3. During the registration process, you will be asked if your school should be invoiced for the ALHSO tuition, or if you should be invoiced through TADS. The tuition is **\$260** per course, per semester. (Tuition cost for 7-8<sup>th</sup> grade students in Spanish, Algebra, or Geometry will be **\$160** per student, per semester.)
4. Course viability deadlines of **August 5** (first semester) and **December 10** (second semester) have been set to determine which courses might need to be cancelled due to low enrollments. Students may still register for remaining courses up until the start of classes on **August 25** and **January 6** respectively.

### Essential Information (Needed in order to complete online registration)

Student's first and last name: \_\_\_\_\_  
(first) (last)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

Student's email address: \_\_\_\_\_  
(Will be used on a near daily basis for course related communications between teacher and student.)

Grade when course(s) will be taken: 7 \_\_\_ 8 \_\_\_ 9 \_\_\_ 10 \_\_\_ 11 \_\_\_ 12 \_\_\_ Other \_\_\_

Student's school in 2020-21: \_\_\_\_\_  
Name of school City State

Guardian's name \_\_\_\_\_  
(first) (last)

Guardian's email address: \_\_\_\_\_

Guardian's preferred phone number: \_\_\_\_\_  
area code + 7 digit number

### **ALHSO Courses student will be taking:**

Contact your school or see [ALHSO.org](http://ALHSO.org) (Resources/Course Offering Info.) for a list of available courses.

Semester 1 courses:

Semester 2 courses:

# ALHS Online Registration Process Procedure 2020-21

1. Students or parents go to <http://mytads.com/a/alhsonline> and select **Fall 2020-Spring 2021 School Year** and then **Click here to apply...**
2. On the **Sign In** screen enter either last year's information or click on **Create a New Account**. On the **Create Account** screen enter the requested guardian account information. Click **Submit**.
3. On the **Start New Student Application** screen fill in the requested student information and select **Continue**.
4. On the **Admission Application** screen, read the information and select **Continue**.
5. On the **Student** screen, fill in the requested information and select **Continue**.
6. On the **Student Supplemental Questions** screen, fill in student's school, course selections, student's email address, and indicate if tuition should be invoiced to your school or to you through your TADS account. Select **Continue**.
7. On the **Household** screen, fill in the parent/guardian information, and select **Create Household**. (If another **Household** screen appears, edit if needed and select **Submit and Continue**.)
8. On the **Submit Application, Payment Method, and Terms and Conditions** screens, fill in the requested information and select **Submit**.
9. A **Please review the information ...** screen will appear. Select **Submit** if things are correct.
10. A confirmation screen will appear indicating that the application has been submitted as well as a link to download and print your registration fee invoice. An email will also be sent to the parent/guardian's email address by TADS indicating the same.

**Registration Fee:** The registration process is complete once the \$25 registration (admissions) fee has been received. (Fee increases to \$35 after Aug. 5.) If you selected **Mail Payment**, print out the TADS invoice. If you or your parents are responsible for sending in the registration fee, please send it in to TADS as indicated on the invoice. If your school is paying student registration fees, turn the invoice in to the appropriate person at school for payment.

**Tuition payment:** In step 6 above, if you indicated that you should be invoiced for the ALHSO course tuition, then ALHSO will create an invoice for you to pay directly through your TADS account about 4 weeks after the semester begins.

**If your school is paying registration fees and/or tuition:** Dr. Grunwald will send additional information to your school for bulk payment of registration fees and/or tuition about 4 weeks after the semester begins.

## Help:

If you have questions on working with the TADS registration site, you should contact TADS support directly. (Toll-free: **800-477-8237** or Email: [TADS-support@communitybrands.com](mailto:TADS-support@communitybrands.com))

If you have questions on the registration process or course offerings, you are welcome to contact ALHS Online superintendent, Dr. Jim Grunwald. (Email: [grunwajr@mlc-wels.edu](mailto:grunwajr@mlc-wels.edu) or Cell: 507-217-1574)