January 15th, 2019

Dear Parent/Guardian:

On-line registration for the 2019-2020 school year will begin on January 21st. Both parents/guardians and students will have access to this feature using their ParentVUE/StudentVUE accounts. An active account is required. If you or your child have not accessed your account and need an activation code, please contact the Counseling Department immediately for assistance.

Here are the easy steps for on-line registration:
1) Log on to Parent VUE/Student VUE
2) Select the child for whom you are registering and then click “Course Request” from the menu bar on the left side of the screen. Here you will be able to make or change a course request.
3) Register during the open window from **January 21st - February 1st, 2019**. Once this window closes, you will maintain viewing rights to your child’s course requests but will no longer be able to input or change classes.

The interface to this tool is simple and intuitive. While we hope that parents and students will use this online tool with ease, we want to ensure we provide you with the support you may need. School counselors will be available in lab 201 during all lunch shifts from January 22-25th to assist students. We will also host an open lab night in the media center for parents/guardians/students on January 24th from 4:00-7:00 for registration help.

You can find detailed instructions with screen shots on the Brooke Point website under the counseling tab. Under the same tab, you can also access a link to the 2019-2020 Program of Studies where you will find a complete listing of all courses as well as a registration worksheet for your convenience. In the past, families have found it useful to print the worksheet, make course selections, and then access the online tool. Once the on-line registration has been completed, please have your student turn in his/her registration worksheet to the main office for prize drawings.

I look forward to our joint success with this online process. If you have any questions or concerns, please contact our school’s Counseling Department.

Sincerely,

Mrs. Tammy Houk
Principal
Brooke Point High School