School's out for summer!  Counselors are out of the building and away from email. We will return in late August and look forward to working with you on the 2017-18 school year.

**Need a Transcript?**

The counseling office will be open on Tuesdays this summer from

8am - 12pm.  Final Transcripts for Seniors will be sent to colleges by July 1st. You can find transcript request paperwork on the LWHS website here: <http://www.lwsd.org/school/lwhs/counseling/Pages/Academic-Resources.aspx>

**Registration Questions?**

New students should complete registration paperwork found on the school website here: <http://www.lwsd.org/school/lwhs/counseling/Pages/Registration.aspx>) You can drop it off at the Lake Washington School District offices in Redmond Town Center (16250 NE 74th Street Redmond, WA 98052). Their Registration times are listed below:

**July 10-31**: M/W/F from 7:30 a.m.–1:00 p.m.

                     T/Th from 11:30 a.m.– 4:00 p.m.

**August 1-16**: Daily from 7:30 a.m. – 4:30 p.m.

**New student course registration** will be held on August 24th and August 31st at LW. Sessions are split up by grade level:

               Freshman (9th) at 8:30am

               Sophomores (10th) at 10:00am

               Juniors (11th) at 11:30am

               Seniors (12th) at 1:00pm

Please contact me to make your appointment.

**Schedule Questions?**

Students will be able to go to the Student Portal on

**Tuesday, September 5th** to see their schedule for the school year.  Freshmen will receive a paper schedule the first day of school.

Requests for schedule adjustments will begin after school starts on **Wednesday, September 6th**.  Students need to use the *“Request for Schedule Adjustment”* form which will be available on the LWHS website starting at 3pm on September 6th.

**Requesting Records?**

Please fax your request to 425-936-1750. I will process all requests when I return in August.

Have a wonderful summer!