

## **Middletown High School 2024-2025 Registration Directions**

Registration “surveys” for current 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> graders will be available in Naviance from January 5, 2024- January 15, 2024 (11:59 pm).

### **How to Register:**

1. Log onto Naviance: <https://student.naviance.com/middleths>
  - If you land on the Naviance school lookup page use zip code 21769 to find Middletown High School.
  - Click “Student,” then click “**Continue with Single Sign On.**” Do not type in a username and password.
2. Access the survey:
  - At the top right of your screen click on “About Me” → “Surveys from your School.” Click on “24-25    **th Grade Registration.**”
3. Choose courses:
  - You should select **eight (8)** unique credits as your primary choices and **two (2) alternate** choices, in the event of a class conflict, course not offered, etc. The alternates require that the student fill in both the class name and course number from the listed choices. In addition, each registration survey will require an electronic parent/guardian signature, and a parent/guardian email.
4. Saving and Submitting:
  - During the registration period you will be able to **SAVE PROGRESS** and continue later if you choose to do so. This gives you the opportunity to come back after researching course descriptions, graduation requirements, etc. before submitting. You may return to the survey and click **SUBMIT RESPONSES** when **final course selections** have been decided. The survey is sent directly to your counselor and alterations are not permitted. All surveys will be automatically submitted on January 15th at 11:59 pm.

\*\*Click **SAVE PROGRESS** frequently while completing the survey to make sure your information is saved.

For information about classes and class sequences, refer to your paper handouts, and/or visit the [MHS Registration Center](#) on the MHS web page.