**Educational Options Registration**

Complete the registration and follow the e-mail directions at the bottom of the form. Only Fall and Winter registrations must be e-mailed to Supplemental Educational Services. **Do not e-mail Summer School registrations.**

Student's name *(last, first, middle initial)* ________________________________

**Student number** __________________________ **Current grade level** ______ **Enrollment date** ____________

Parent/guardian telephone numbers *(home)* (___) ______ (work) (___) ______

Parent/guardian cell telephone (___) ______

Counselor *(last)* __________________________ *(first)* __________________________

Counselor telephone (___) ______ **PX** ____________

Home school ____________________________________________

Credit lab / summer school ____________________________________________

The following applies to the student *(check all that apply)*

☐ Exceptional Student Education (ESE) ☐ English for Speakers of Other Languages (ESOL) ☐ 504

**COURSE INFORMATION**

Click on the down arrows to complete the fields below

<table>
<thead>
<tr>
<th>COURSE TITLE / COURSE NUMBER</th>
<th>SEMESTER (1st, 2nd, Both)</th>
<th>CREDIT (.5 or 1)</th>
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**DIRECTIONS FOR E-MAILING FALL AND WINTER REGISTRATION**

1. Open OmniForm Filler, open and complete the form
2. Click on File in the menu bar and Send in the drop down menu
3. Choose Form and Data and click on Range
4. **IMPORTANT:** Choose From and indicate what record number or range of records you want to send
   *(Example: From: 1 To: 1 will send record 1 only; From: 1 To: 5 will send records 1 through 5)*
5. Click OK and OK again
6. The e-mail window will appear: Enter the e-mail address pachmans@palmbeach.k12.fl.us, write a subject in the subject line *(not the student's name)* and click send.

**DIRECTIONS FOR SUMMER SCHOOL REGISTRATION**

After completing the form print it out and give the form to the student to take with him/her on the day of summer school registration **Do not e-mail.**

PBSD 2045 (Rev. 4/27/2007) COPY - Supplemental Educational Services