

PLEASE do not reply to this email, contact Tammy Rose, Vice Principal at tammyrose@berkeley.net.

August 6, 2020

Dear Families, Students, and BHS Staff,

Re: Curbside Registration

This year, while adapting to the unique impacts of COVID-19, we will take extra time to ensure student safety.

Student Registration will be a curbside pick-up system during the week of August 10 - August 14.

Here's what you need to know to get ready to pick-up textbooks/readers and materials.

1. Reminder of [CDC Guidelines](#) and [City of Berkeley Shelter-in-place Order](#):

- Minimum 6 feet social distancing at all times.
- Must wear face covering.
- If you are sick or symptomatic you must stay home and if you can't make it during your designated time reach out to Tammy Rose at tammyrose@berkeley.net.

2. Please come only on your assigned date and time by your last name to avoid long car line ups. See schedule below at the end of this message.

3. How does curbside pick-up work?

Please have the student's first and last name and student ID number written legibly on paper or on phone to hold up and show through your car windshield. Our volunteers will need to be able to see the first and last name clearly to get your textbooks at a safe 6ft distance.

- If you have textbooks from last school year, drop off on Allston near the front of the school at 1980 Allston Way. At each stop point, wait until directed to move forward.
- **Stop Point 1: Check-in.** Wait here until a staff member waves you forward; indicating someone has seen your name and is pulling together your textbooks.
PLEASE DO NOT ROLL YOUR WINDOWS DOWN.
- **Stop Point 2: Textbook Pick-up.** Materials will be placed on a table and you will need to step out of your car to pick up your materials from the table in order to maintain a safe, 6ft distance.

- **Stop Point 3: (* for some families): Chromebook pick-up for students still needing a district device.** We have a small number of chromebooks set aside for students who do not have other means of accessing a computer for distance learning. If you need a chromebook or need to repair/exchange a chromebook used last Spring, you can drive around to pick one up on MLK Boulevard in front of the G/H breezeway.

Please drive slowly.

Watch for other cars pulling in or out.

Watch for volunteers and staff.

At the end of the pick up line, exit straight out on Milvia past the last station.

FAQs:

-When can I see my class schedule in Illuminate?

Class schedules go live on Illuminate Portals on Monday, August 10th

-How do I access Illuminate to get a view of my class schedule?

Go to [Illuminate Access](#)

-Will I take a new Student ID during registration week?

No NEW Student ID pictures will be taken during registration week. We will work on a plan for IDs when it is safe to return to campus.

-What if I am not in Illuminate and don't have a schedule?

Contact marieferguson@berkeley.net and complete the registration process. You will be able to check Illuminate once your registration is complete.

-What if I can not come during my scheduled time?

Come on Friday, 8/14 if you missed your scheduled time.

-What if I can not come during my scheduled day?

Come on Friday, 8/14 if you missed your scheduled day.

-What if I need to change my schedule or my schedule is incomplete?

All students will have the opportunity to request a class schedule change using an online form that will be emailed during registration week.

-What if I need school supplies?

Visit the [Berkeley Schools Fund Ed Hub](#)

-What if I am unable to come in a car?

What if I am unable to participate in registration week?

Please complete the [following form](#).

Thank you in advance for your patience with our new registration system.

Please check your emails frequently during registration week for any updates or changes.

Reminders:

- Please remember to come only on your scheduled day and time.
- Please have your student's first and last name, and student ID#, written legibly on paper or a phone to hold up and show through your car windshield.

8/10 - 8/14	Monday 8/10	Tuesday 8/11	Wednesday 8/12	Thursday 8/13	Friday 8/14
8:00 - 9:00	9th: A - Can	10th: A - Ches	11th: A - Carl	12th: A - B	
9:00 - 10:00	9th: Car - Fon	10th: Chi - Fen	11th: Cart - Ell	12th: C - E	Makeups
10:00 - 11:00	9th: For - Jan	10th: Fer - Ha;	11th: Er - Her	12th: F - Hen	Makeups
11:00 - 12:00	9th: Jen - Mc	10th: He - Lec	11th: Hi - Leo	12th: Her - Ley	Makeups
12:00 - 1:00	9th: Me - Pi	10th: Led - M	11th: Lev - Oki	12th: Lin - New	Makeups
1:00- 2:00	9th: Po - Stein	10th: Na - R	11th: Ono - Sal	12th: Ng - Rui	Makeups
2:00- 3:00	9th: Ster - Z	10th: Sal - Tri	11th: Sam - Vay	12th: Rum - Te	
3:00 - 4:00	9th: Overflow	10th: Tro - Z	11th: Vel - Z	12th: Th - Z	

Thank you,

Tammy Rose

