

Student Flex Program Registration

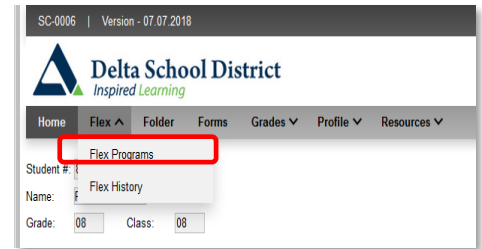
School Flex Program

Students can register for any flex program offered by any teacher. Do not register for Flex programs too far ahead as you may change your mind and the teacher may change the program, perhaps just a few days in advance. Students can register for a Flex program up to the ending time on the day of the Flex program, allowing students to register during the Flex period.

Students not attending a Flex program are marked absent and reported on the daily absence email to parents.

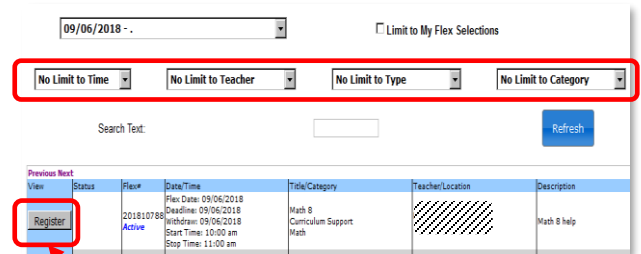
Step 1: Registering for a Flex Program

- Sign on to your Student Connect account
- Click on the **Flex** tab at the top and select **Flex Programs**



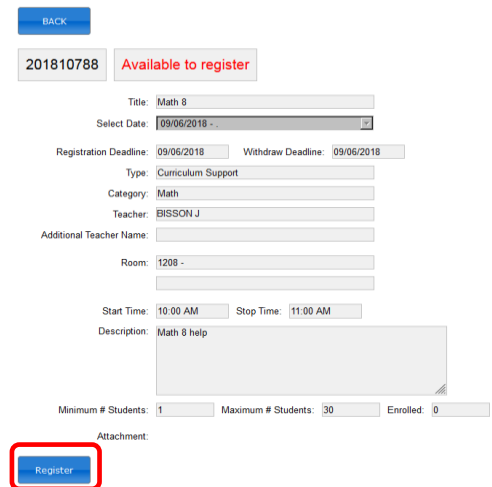
Step 2: Find the appropriate Flex Program

- The Flex program screen will default to the current date, or the next day on the Flex calendar if the Flex period for the current date is over.
- The screen allows the Flex programs to be displayed for a specific time, specific Teacher, specific program type or program category; use the drop down boxes to help with selections
- When you find the appropriate Flex program, click the **REGISTER** button



Step 3: Register for the Flex Program

- Review the details to ensure you have the correct Flex program
- If there are **attachments** included, save the document to your computer or print and bring it with you to class
- Click the **Register** button at the bottom to complete the registration process; there is a class maximum so if the class is full then you cannot register
- Once registered, you will show up on the Teachers list for attendance purposes; you can only be actively registered in one Flex program per day



Step 4: Withdraw from the Flex Program

- If you do not want to attend the selected Flex program, or you want to register to another Flex program, you must withdraw from the current Flex program
- From the Flex screen, find your Flex program and click the **WITHDRAW** button
- Then click the **WITHDRAW** button at the bottom of the next screen; you can now register for another Flex program

