THE KING'S ACADEMY

Schedule Adjustments and Textbook Pick-Up Period: August 8-12, 2022

Schedule Adjustments: Online

Schedules will be made available online by the end of the day on Friday, August 5. Schedule changes will only be made if there is a correction needed. This is not the time to change your original elective choices or to choose your favorite teacher.

Prior to your student grade textbook pick-up day, please use the appropriate form to request to Add and/or Drop a class from your schedule:

- For Grades 6-8, complete this **Junior High Schedule Change Form**
- For Grades 9-12, complete this **High School Schedule Change Form**

Textbook Pick-Up (High School Only): Library

Junior high students will not have any textbooks to pick-up; however, all new students still need to come to campus to get their account information during the hours below.

All high school students are required to pick up their textbooks. **Please have your schedule adjusted prior to picking up textbooks.** If you are waiting for schedule adjustment, please be patient; you may pick up your textbooks when your final schedule is ready even if it is after your assigned textbook pick-up day. Other students should come on their grade's assigned day. **Have a print-out of your class schedule with you when you enter the library textbook pick-up line.** If you have any questions or concerns regarding textbook pick-up, please contact the librarian at calina.okazaki@tka.org.

Monday, August 8	**Grades 12, 8**	12:00 – 4:00 p.m. for textbook pick-up and/or IT account set-up
Tuesday, August 9	**Grades 11, 7**	12:00 – 4:00 p.m. for textbook pick-up and/or IT account set-up
Thursday, August 11	**Grade 10, 6**	12:00 – 4:00 p.m. for textbook pick-up and/or IT account set-up
Friday, August 12	**Grade 9**	12:00 – 4:00 p.m. for textbook pick-up and/or IT account set-up

IT Account and Device Information: K-11 Lab

- All new students must come to campus during textbook pick-up week to get their account information.
- All returning students who have forgotten their passwords can meet with the IT Department in K-11 Lab during textbook pickup week.
- Digital Certificate: Every new and returning student will need to install the new certificate on any device that will be used on campus in the 2022-23 school year. **The certificate must be installed while off campus (see email instructions sent 7/19/22).**

New Student Library Orientation

- Wednesday, August 17   New 9th Graders Lunchtime Library Orientation (A-M)
- Thursday, August 18   New 9th Graders Lunchtime Library Orientation (N-Z)
- Friday, August 19   New 10th -12th Graders Lunchtime Library Orientation
- Monday, August 22   New 7th-8th Graders Lunchtime Library Orientation