

## CSF PROCEDURES HAVE CHANGED!!!

1. Pick up the CSF form from
  - a. Library
  - b. Front Office
  - c. Counseling Office
  - d. SBO Office
  - e. Rm 101
  - f. Or download and print the form  
<https://mhs.mcs4kids.com/documents/MHS%20CSF%20FORM%20SPRING%2018-19.pdf>
  
2. Get a copy of your transcript (Spring Semester 2018-2019)
  - a. Ask a teacher
  - b. Library
  - c. Front Office
  - d. Counseling Office
  - e. SBO Office
  - f. Rm 101
  
3. Fill out the form
  - a. All information must be on the form
  - b. **All grades** and all classes must be listed
  - c. Use the following link to go to approved course list to help you fill out the form  
<https://mhs.mcs4kids.com/documents/CSFApprovedCourses1819.pdf>
  
4. Get form approved
  - a. Expert students will check forms and will help you out
    - i. 4<sup>th</sup> period lunch Rm 73
    - ii. 5<sup>th</sup> period lunch Rm 101
  
5. Once the form is approved, you will be given a pass to go and pay at the SBO
  - a. Pass will then be stamped when you pay (\$5.00)
  - b. Bring the pass back to Rm 73 or Rm 101 during lunch