



Diamond Bar High School

21400 E. Pathfinder Road, Diamond Bar, California 91765
School (909) 594-1405 Activities (909) 594-2850 FAX (909) 595-8301

Reuben Jones

Principal

David Hong

Assistant Principal

Gabriel Aguilar

Instructional Dean

Matt Brummett

Instructional Dean

Whitney Prenger

Instructional Dean

Tony McCabe

Interim Athletic Director

Janna Van Horn

Activities Director

Mike Brombert

Operations Manager

Ginger Auten

Grade Level Coordinator

Jenna Brummett

Grade Level Coordinator

Sonja Burns

Grade Level Coordinator

Dave Desmond

Grade Level Coordinator

Stephanie Duenas

Grade Level Coordinator

Rich Gonzales

Grade Level Coordinator

Marc Natividad

Grade Level Coordinator

Kevin Patterson

Grade Level Coordinator

Steve Acciani

Performing Arts Academy
Coordinator

Margaret Ku

International Baccalaureate
Coordinator

Julie Salas

Pathways Academy
Coordinator

Alina Gallardo

Technology Academy
Coordinator

July 1, 2017

SUMMER REGISTRATION APPOINTMENTS

Dear Parents:

Though still midway through summer, we are busily preparing for the '17 – '18 school year. An e-mail reminder of your child's summer registration appointment will be e-mailed to the primary e-mail address we have on record four days before the scheduled meeting. Feel free to contact our school at (909) 594-1405 or e-mail rthomas@wvusd.k12.ca.us if you are not sure when your summer registration appointment is scheduled. If you e-mail, be sure to include your child's name, ID number and grade level. The following reminders will help you complete this process smoothly:

1. **Every** student registering **must** be accompanied by a parent or guardian. Students coming by themselves will be rescheduled to a time when a parent/guardian can be with them.
2. Please bring names and phone numbers of your family physician and any nearby friends or relatives you wish to designate as contact persons in case you cannot be reached during an emergency. This information will be essential to complete the required yearly enrollment forms.
3. Your appointment is the time you are scheduled with your son or daughter's Grade Level Coordinator to review progress toward graduation, college information, solutions to any problems unique to your student, and next year's schedule of classes. Please arrive **30 minutes before** your scheduled appointment to ensure ample time to complete the enrollment forms.
4. In addition to meeting with the Grade Level Coordinator you will have an opportunity to purchase an activity card, yearbook and get to know our parent groups.
5. The final station in the registration process is checking out the Fall Semester's textbooks from the Textbook Room 557. The Textbook Room 557 will be open during the entire registration process for textbook pick-up. This station is critical to students starting out the semester with the proper materials.

Special Note: Please make sure there is a parent email address in our student information system for your child, because we have moved to paperless correspondence. If you have any questions, please contact the Guidance Office at (909) 594-1405 ext. 33129 or my direct line at (909) 594-1405 ext. 33105.

Sincerely,

David Hong
Assistant Principal