

2017-18 OOSTBURG ELEMENTARY SCHOOL REGISTRATION INSTRUCTIONS

July 21st is the deadline for submission of registration forms and payment

Student Information & Emergency Contacts

Registration Fees

Registration Checklist

Annual Health History

Consent Form

Bus Form

Lunch Program Information

District Calendar

School Supply List

Update on parent portal

Submit payment on parent portal or by mail

Found on website - print & return to school

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Student Information - This can be found on the Infinite Campus parent portal which is accessed through our school website. Please review the information that is currently on your student's profile under the Household and Family Members tab. Make necessary changes to phone numbers, email addresses or non-household contacts. Non-household contacts can be added under the demographics tab. All information must be kept up to date.

Registration Fees - Found on Parent Portal & on Registration Checklist. Payments can be paid on the parent portal under the Payments tab or send a check or money order for the correct amount made payable to the Oostburg School District. **SEPARATE CHECKS MUST BE WRITTEN FOR EACH SCHOOL. SEPARATE CHECKS ARE NEEDED FOR REGISTRATION AND LUNCH FEES.**

SNEAK PEAK/PICTURE DAY/OPEN HOUSE/BRAT-BURGER-BROWNIE BASH - will be held on Wednesday, August 30th from 3-7 p.m. You will need to have your picture order form with payment on that day. Pictures will be taken in the OES gym between 3-7 p.m. – please review photo date letter in registration materials. Food will be served between 3:30-6:30 p.m. in the high school cafeteria. **Return your food order form with separate payment by August 18th to the school office.** The food order form can be found on the website. Your child can bring their school supplies, and meet the teachers. **PICTURE RETAKES & ACTIVITY PICTURES FOR YEARBOOK WILL BE ON OCTOBER 9TH.**

Registration Checklist - Print, complete and return this form to the elementary school office.

Annual Health History - Print, complete and return this form to the elementary school office.

Chromebook Insurance – TRA ChromeCare insurance is required for all students in grades 3-5 in order to be issued a Chromebook. Please review the Chromebook Use Agreement with your student(s), sign and return.

Consent Form - Please review, sign and return the form **ONLY** if you are **denying** consent.

Custody Form - If applicable, this form (found on website) needs to be completed and returned to the OES office.

School Lunch Procedures - Review the information about our school lunch program. A deposit envelope can be found at your school office or a deposit can be made through the Infinite Campus parent portal under the Payments tab. Free & Reduced Price School Meal Program applications may be picked up in any school office.

Student Planners/Assignment Notebooks - will be handed out the first day of school.

Bus Service: If you have any questions regarding busing, please contact Otte Bus Service at 920-668-8677.

Student Accident Insurance: If this coverage is needed, follow the instructions on the website.

2017-18 ELEMENTARY SCHOOL REGISTRATION CHECKLIST

Please register your student by mail **prior to July 21, 2017**. **A separate check must be written for each school, (High School, Middle School, or Elementary School)**. Submit completed registration materials and payment to the Elementary or High School office.

Student Name _____ Grade _____
 Student Name _____ Grade _____
 Student Name _____ Grade _____
 Student Name _____ Grade _____

Kindergarten – 5 th Grade Student Fee	\$30.00 x _____ students = \$	_____
Student Planner (<u>Grades 3-5, required</u>)	\$3.25 x _____ students = \$	_____
Chromebook Insurance (Grades 3-5, required)	\$15.00 x _____ students = \$	_____
Past Due School Fees, Fines, if applicable		\$ _____
TOTAL AMOUNT DUE		\$ _____

Family Lunch Account Deposit (**separate check**) \$ _____

PLEASE RETURN THE FOLLOWING FORMS PRIOR TO JULY 21, 2017:

- _____ **Emergency Data** – Review this information on your Parent Portal. Please check it over carefully, make any changes directly on the portal.
- _____ **Registration Checklist** – make payment through the Parent Portal or include payment. **SEPARATE CHECKS ARE REQUIRED FOR EACH SCHOOL AND FOR MEAL ACCOUNT.**
- _____ **Annual Health History**
- _____ **Consent Form** – **A signature is required.**
- _____ **Chromebook Use Agreement** – must be signed and returned for all 3rd - 5th graders

Parent/Guardian Signature

Date

<u>OFFICE USE ONLY</u>	
Cash	_____
Check #	_____
Amount	_____
Date	_____

No person may be denied admission to any public school in the district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student services, recreational or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability in the educational programs or activities operated by the School District of Oostburg.