

## Registration Procedures

1. To allow for social distancing, please follow the scheduled times below on your day to register. **Everyone is required to wear a mask when entering the building.**
2. Before the day you are scheduled to register, log-in to Infinite Campus through the parent portal and complete the Annual Student Data Update process. Parent Portal login instructions are included on the next page. When complete, print out the confirmation and bring it with you on the day you are scheduled to register. **If you encounter any problems with the Student Data Update process, there will be help available on the day you come to register.**
3. When registering your student, come to the EL/HS building on the day and time listed below that corresponds with the first letter of your student's last name. Enter through the South patio doors. Return any supplies, chromebooks or tablets that were checked out for remote learning, at the indoor patio area. There will be a fee charged for all technology that is not returned. Proceed to the next station as directed.
4. All students must have a picture taken for ID purposes at no charge (picture packet and payment optional). Please adhere to University's dress code, masks can be removed for pictures. Having a current picture of each student on file is an important part of our school safety plan.
5. After pictures, students will be allowed to go to their classrooms and lockers to pick up any items that were left at Spring break. Yearbooks will be distributed as you leave the building.

**Please bring the following items with you to registration:**

- Confirmation that online Student Data Update has been completed
- Fee sheet and payment: The required fees listed are Board approved fees and provide items for your student in the classroom. Any student with outstanding balances from last year **must** pay those fees at the time of registration. We accept cash, credit card or check payment. If you are paying by check, you may write one check for your entire family. If you want to pay your fees before registration, call 506-7016 to make a credit card payment before July 29th.
- Free/Reduced Lunch letter from Dist. 6
- Proof of TDaP immunization for 6<sup>th</sup> grade students
- Proof of two valid Varicella (chicken pox) vaccines for grades 9-12
- Record of any immunizations given in the last year
- Yearbook order forms and payment (optional)
- High School and Middle School athletes participating in a fall sport, bring payment, a copy of a current sports physical (with clearance, for participation in athletics without restrictions) and register online @universitieschools.com (under the *Activities* tab select *Register For Sports*).
- Tax Deductible Contribution to the University Schools Foundation (optional)

### REGISTRATION SCHEDULE

7:30 am – 2:30 pm

**LAST NAMES BEGINNING WITH THE LETTERS:**

A-F Wednesday, July 29	G-L Thursday, July 30	M-S Friday, July 31	T-Z Monday, August 3
7:30 A	7:30 G	7:30 M	7:30 T
9:00 B	8:30 H	9:00 N & O	8:30 U & V
10:30 C	9:30 I	10:00 P	9:30 W
12:30 D	10:30 J	11:00 Q & R	10:30 XYZ
1:30 E & F	11:30 K	12:00 S	
	12:30 L		