

# MINNEAPOLIS JR. SR. HIGH SCHOOL

## ENROLLMENT 2018 - 2019

Dear Parents and Students,

As another new school year approaches, there are many changes taking place at MJSHS. First of all, several of our rooms have received a facelift including the library, the computer labs, the new PBL room (formerly the weight room), the new weight room located at the District Office and even the restrooms. There are also some changes in the curriculum which should be exciting for the students and a big change for the parents is the new, more convenient online enrollment process.

Enrollment will open July 16 and you may access the web site by logging on to the USD 239 web site and locating the Web Enrollment Icon YOU MUST HAVE A CURRENT WORKING EMAIL ON FILE AT OUR OFFICE IN ORDER TO RECEIVE THE ENROLLMENT FORMS. All USD 239 students will enroll via this site and only the forms that pertain to your student (s) will be available. Most of the forms will generate your student's information and you will only need to make any necessary changes, click a few boxes, and electronically sign the forms. (SEE EZSchoolEnroll INSTRUCTIONS BELOW) Once you have completed the forms, they will upload to our office for approval or if needed, will be returned to you for any corrections.

If you do not have access to a computer or would prefer to enroll at the school, our office will be open for enrollment AUGUST 7<sup>TH</sup> FROM NOON – 8:00 PM AND AUGUST 8<sup>TH</sup> FROM 8:00AM – 4:00 PM. NEW STUDENTS MAY ENROLL ON AUGUST 9<sup>TH</sup> FROM 8:00AM – 4:00 PM. We will have computers available to use for enrollment and assistance to help with the program. All new students must supply a birth certificate and a current immunization record when enrolling and will need to complete an enrollment form and be entered in the system before they will be able to access the website and complete the process.

The EZSchoolPay account will be available if you wish to pay the fees due online or you may bring your payment to the office on the enrollment days listed above. All fees need to be paid prior to the first day of school. The District Office will be sending out Free and Reduced Applications. If you choose to apply, this may affect your student's fees. If approved, you will want to pay your fees during the enrollment days so that we may calculate your reduced fees.

Any changes to the student's schedule will need to be made with the counselor on the enrollment dates. Physical forms and concussion forms should be returned on those days also or prior to the first day of fall practices. Lunch fees can also either be paid on the EZSchoolPay site or at enrollment. Students must have money in their lunch accounts by the first day of school in order to charge meals.

All calendars, practice schedules, medical forms, etc. will be available at enrollment. The student handbook and most other forms including the school map, yearly calendar, lunch fee sheet, transportation release form, etc. may be found on the website or are available by request.

Students participating in athletics, cheerleading and any PE / Conditioning or Lifetime Activities class must have a KSHSAA physical form on file in the office prior to beginning the activity. Forensics and Scholars Bowl students not involved in a physical sport, need to complete the eligibility and permission portions only on the form.

Physicals must be dated after May 1 of this year to be valid. The concussion/head injury release form must also be signed and returned to the office. **Please be sure physicals are signed by the physician, student and parent.** Only physicals with the revision date of 1/15 (pg. 3 - 6/15) will be accepted.

Practices for High School and Jr. High Cross Country, Football, and Volleyball will begin Monday, August 13<sup>th</sup>. A list of coaches and designated practice times will be available at enrollment or on the website.

All MJSHS students pay a \$5.00 activity fee at enrollment for an activity pass which covers all Jr. High and High School home sporting events with the exception of certain tournaments and any KSHSAA sponsored events. We will issue each paying student a pass that will include their locker number and lunch number. **Passes will not be issued until paid for.**

Adults may also purchase an activity pass to cover all regular season home sporting events. It does not cover some tournaments, away games or KSHSAA sponsored events. Price: \$40.00 per individual. Students 6<sup>th</sup> grade and younger will be admitted free to the designated home events with an adult parent who has purchased a pass. Passes will be available for purchase at enrollment or at any time during the school year in the MJSHS office.

All students will be assigned a locker and must use only the locker they have been assigned. **ONLY SCHOOL ISSUED COMBINATION LOCKS RENTED THROUGH THE OFFICE ARE PERMITTED ON SCHOOL LOCKERS AND IN THE LOCKER ROOMS.** Locks may be rented at any time during the school year for \$1.00 and then returned to the office at the end of the year. If a lock is lost or damaged, students will be required to pay a replacement fee of \$10.00

#### **EZSchoolEnroll Directions:**

- 1.) Log in to the USD239 Website.
- 2.) Click on the Web Enrollment Icon (EZSchoolEnroll)
- 3.) Click on Parents Register
- 4.) Enter the Email Account that is on file at MJSHS
- 5.) Answer the question Yes or No
- 6.) Follow the instructions to set up your account
- 7.) You will receive a message with a link – click on the link
- 8.) Once your account is set up, go to My Forms
- 9.) Complete each form completely and sign when necessary.

Your forms will be sent to our office where we will approve them or send them back to you for changes or explanations. To pay your fees online, click on the EZSchoolPay tab and complete your payment according to the fee sheet enclosed in this packet.

	<b><u>ONLINE FORMS:</u></b>	<b><u>ENCLOSED FORMS:</u></b>	<b><u>OTHER INFORMATION ON THE WEBSITE</u></b>
** REQUIRED	** Student Information	** Physical (if applicable)	Yearly Calendar
	** Transportation Information	Student Schedule	Lunch Fee Sheet
	** Computer Network	Fee Sheet	School Map
	** Substance Abuse	Lunch Fee Sheet	USD 239 Complaint Form
	** Parents Online Application	Yearly Calendar	Transportation Release Form
	** Meal Policy Form		Asbestos Notification
	** FERPA Acknowledgement		Supply Lists/Love Inc. info
	** Concussion Form		
	Meals on Wheels (Optional)		
	EZ School Pay		