

July 17, 2018

Dear Parent(s) and/or Guardian(s):

We hope this letter finds you and your family enjoying a safe and relaxing summer. As hard as it may be to believe, the 2018-2019 school year is just around the corner. The first day of school for the upcoming school year for K-12 students is Tuesday, September 4, 2018. The Middle School Sneak Peek is Wednesday, August 29, 4:30 p.m.-6:00 p.m.

2018-2019 registration will be done online. You should have received a letter a few days ago regarding school registration which included your Skyward login, password and Family ID. You will need this information to begin the registration process. **The registration window will be open for parents July 24-30. All registration will be done online through Skyward.** The purpose of this mailing is to provide a building specific registration checklist of fees. All other forms are online under the Forms tab.

After you have completed all the steps for registration, please login to eFunds to pay. Your Family ID number was provided to you in the letter that was sent a few days ago. This will be needed if you are setting up eFunds for the first time. We are encouraging all payments to be made through eFunds. If you are unable to do so, payments will be accepted in the office on the Picture Days noted below or by special arrangement. A separate check must be written for payments to the family lunch account.

Student pictures will take place at the Middle School on the following dates and times:

*Wednesday, July 25*

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**9:00 am – 2:00 pm & 3:00 – 6:00 pm**

*Monday, July 30*

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**7:00 am – 1:00 pm & 2:00 – 5:00 pm**

**Middle School student picture retake day will be September 11.**

**The Middle School office will be CLOSED on Friday, July 27.**

Families will again have one joint lunch account for their students. Deposits to lunch accounts can be made in the office or via eFunds. Students will use their ID/Swipe Card that they receive on picture day, for purchases. If your child purchases a milk for cold lunch or purchases any ala carte item, the family lunch account will be charged.

**Parents may sign up for their student's Fall Parent Teacher Conferences on picture days, listed above, or at Sneak Peek on Wednesday, August 29, 4:30-6:00 p.m. Sign-up sheets will be located in the front lobby.**

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School Board Policy 6152 provides an opportunity for a fee waiver should a family demonstrate an inability to pay the fees. The main criteria to determine qualification for a fee waiver will be eligibility for the Free and Reduced Lunch Program. **If you wish to explore the fee waiver option before registration, you must complete the application form, along with the Free & Reduced Lunch Application, if applicable, located on the district website and submit it to the District Office for processing. Free and Reduced Lunch status is separate from Fee Waiver. Free and Reduced Lunch status is only one of several criteria used to determine the appropriateness of a Fee Waiver.** Those who are eligible for Free and Reduced Lunch **may** receive a waiver. If your family situation should change during the course of the school year, any potential fee waiver will be dealt with following a similar procedure. It is important to note that any fee that has been paid will not be reimbursed if a family should qualify for Free and Reduced Lunch after fees have been paid. Please contact the district office if you have any questions about the fee waiver.

Thank you in advance for your cooperation in helping to make the 2018-2019 registration a positive and efficient event for everyone involved. Please feel free to contact the Middle School office if you have any questions.

Sincerely,

Heather Zizis, Principal  
Howards Grove Middle School