

Welcome to the 2023/2024 School Year!

Open House and School Pictures - 11:30 am to 6:30pm on August 21, 2023

First day of school for ALL students is August 23, 2023

**August 2-11, 2023** New student registration will be held between the hours of 8:00 a.m. and 3:00 p.m. and **must be completed in person** at the Central Office. Please call 573-568-4564 to schedule an appointment.

**August 14, 2023** If you have **returning students** and would like to **register in person**, you can do that on this date between the hours of 8:00 am and 3:00 pm in the building office. Please remember, if you have moved since last registering your student(s), you will need to provide an updated, current Proof of Residency document (utility bill with both mailing and service address: water, gas, electric, internet - dwelling lease - property tax papers - voter ID card, etc.).

**August 2-11, 2023** Returning student online registration can be done at your convenience in the Tyler Parent Portal (if you have forgotten your login information, please call 573-568-4564). On each screen you will have the opportunity to review information reported during the previous school year and to make changes if necessary. Please note, the tool bar is located at the bottom of each screen. **All of the following online registration screens must be completed and saved (toolbar - bottom right hand of screen):**

1. **Household Parents** - this screen is only for parents/guardians who live in the home with the student. **If there is a parent that lives outside of the student's home, there is a separate screen for that.**
2. **Household Address** - this screen is the address information for where the student and household parent(s)/guardian(s) live. If your address has changed, you will be required to provide an updated, current Proof of Residency document (current utility bill with both mailing and service address - water, gas, electric, internet, dwelling lease, property tax papers, voter ID card). Please provide your preferred mailing address if it is different than your physical address in the mailing override section.
3. **Student Information** - this screen is specific to the student. If you have more than one student, the screen should automatically pop up with each student's info visible, you will simply scroll down from student to student.
4. **Emergency Contacts** - please enter at least two Emergency Contacts other than parents. We will always call parents first! Be sure to mark which student(s) are associated with each emergency contact and whether or not the student is allowed to leave with that emergency contact.
5. **Non-Resident Parents** - this screen is only for those parents who live outside of the student's home.

Once all the screens are completed and saved, you will be able to submit them using the tool bar at the bottom of the screen.

**PLEASE NOTE:** If you are doing online registration, there will be other forms, such as the Application for Free and Reduced Meals, handbook acknowledgement pages, etc., that will be **required** for your student's registration. These forms will be sent home with your student(s) during the first few days of school. It is important that you complete and return ALL of the forms as quickly as possible so that we may complete your student's registration.

If you have any questions regarding the enrollment process, please contact your student's building principal or Lina Gibbs at 573-568-4564 or lgibbs@bps14.org.



## **A NOTE ON LUNCH APPLICATIONS/BALANCES**

We are trying to do this a bit differently this year in hopes of causing less frustration and fewer misplaced applications. Prior to registration you may have received a letter regarding Direct Certification, if so, you do not need to complete a lunch application. If you did not receive that letter, you will receive an envelope from me with the application and some other required DESE and district forms.

We'd like to start this school year with a brief explanation of why it is SO important that we receive a completed Application for Free and Reduced Price School Meals from your family. And it's really simple, the more families we have that qualify for free and reduced meals, even if they choose not to use the benefit (say their student brings their lunch) the more funding opportunities we may qualify for. So not only might your student qualify for free or reduced meals, (which you can take advantage of or reject!) but your application might benefit other students in the district by helping to fund various programs we already provide and some that we may want to provide.

We are so hoping you'll help us with our efforts to accurately report the need in our school district by completing the application that we will be instituting an incentive program which will include things like prize drawings for both parents and students, waiving the chrome book insurance fee in exchange for the completed application for the 2023/24 school year and maybe more. There will be a deadline for being eligible for these incentives, you must have your application turned in and completed by September 30, 2023. If the application is not completely filled out (you forget to put the last 4 digits of your SSN, you have 5 people listed on your application but indicate your household number is 7, you forget to sign the application, etc.) it will be returned to you and not counted as completed.

You should only receive one application for all your students and you will not receive another if this one is returned. Please read the explanation letter carefully, which complete the application (even if you intend to reject or don't qualify for this benefit), seal it in the envelope you received it in and return it to school.

The envelope you receive from me will also include a payment envelope for your use and your students lunch balance, positive or negative. Please note that your student's handbook states that students with balances in excess of \$50 will not be allowed to participate in extracurricular activities, field trips, school events, class parties, etc. without payment being received or a payment plan being agreed upon.

This year I will be sending lunch balance letters at least quarterly in hopes of keeping you more informed. Anytime your circumstances change during the school year, please do not hesitate to request a new application. If you ever have questions regarding the application itself, the application process or your students lunch balance, please do not hesitate to contact me at 573-568-4564 or lgibbs@pbs14.org.

**Your student's lunch status is confidential!**

**If your student takes advantage of their free/reduced meal and takes a second meal, they will be charged full price for the second meal.**

Meal Prices for the 2023/24 School Year:

**Breakfast:** Student \$1.40, Reduced Price \$.30

**Lunch:** Elementary School \$2.40, Middle/High School \$2.55, Reduced \$.40