

August 7, 2018

Welcome Creswell Parents and Students!

We are so excited for the upcoming 2018-19 school year! We cannot wait to work with all of you in the upcoming school year. Listed is the upcoming registration and costs for the year. Please find the time to come to registration day so we can make sure you have a smooth start to the school year. This year registration will be at CHS on August 21st.

Enclosed in this letter you will find important information about the registration process. If you still have questions, please feel free to contact the office at 541-895-6020. Office hours are from 7:00-3:30 Monday – Friday. Registration information is included in this packet. If you need additional copies they will be located at the main office at CHS.

Students that are new to the district are expected to register at the high school starting August 13, 2018 so that they can participate in registration day on the 21st. If a student is new to the district and has not completed the new student enrollment process prior to 21st, they will have to wait till after the 21st to register.

We have provided times for each grade level to come as well as open session times for families that have multiple students. Parents, if you have multiple children to enroll, please do not feel that you have to come back. You may register all of your children during the time of the oldest child being registered. Here are the following times for the day:

Seniors	– 8:00am – 9:00am
Juniors	– 9:00am – 10:00am
Open Session	– 10:30am – 11:30am
Closed	– 11:30am – 12:30pm
Sophomores	– 12:30pm – 1:30pm
Freshman	– 1:30pm – 2:30pm
Open Session	– 2:30pm – 3:30pm

The following will be required and collected at registration:

1. Student Verification Form
2. Vehicle Registration and Parking
3. Race & Ethnicity form
4. Home Language Survey
5. Lane ESD Entitlement Services Survey
6. Free/Reduced Meal Applications
7. CHS Library agreements
8. Permission for Release of Information to Lane Community College
9. Home Access information
10. Notice to parents about student records and the releases of Directory Information
11. Consent for release of Personal Identifiable Information
12. Notice to parents Armed Forces Recruiter Access to students and Student Recruiting
13. Bus Routes
14. Athletic Registration
15. Photos
16. Schedules and schedule changes

Order of Registration Stations:

Station 1 – Enrollment Verification / Home Access

Station 2 – Pictures

Station 3 – Lockers

Station 4 – Parking / Athletics

Station 5 – Schedules

Station 6 – Fees

Station 7 – ASB Card Pick-up

Additional Stations – Boosters, Senior Grad Party Parents, TBA

Fees that may be paid at Registration are as follows:

**1. ASB Registration / Activities	\$ 35.00
2. Year Book	\$ 50.00
3. Ceramics	\$ 10.00
4. Foods	\$ 20.00 / \$30.00 (Students in need of food handlers card)
5. Woods & Construction	\$ 25.00 per semester
6. Band Instrument Rental	\$ 40.00 per semester
7. Parking	\$ 10.00 / \$25.00 (Personalized Senior Slots)
8. Senior Grad Party	\$ 20.00 (Senior Only Optional)
9. Yoga/Aerobics	\$ 10.00
10. Athletic Fees	\$ 130.00 per sport / \$500 family cap year
*Families that qualify for free or reduced lunch federal program will have a reduced fee:	\$50.00 free / \$75.00 reduced per sport
**Required fee for all students	

Vehicle Registration

All vehicles driven to school must be registered in the Office. You must have your driver's license number, vehicle license number, and insurance information to fill out the form properly. Students must abide by all school regulations governing vehicle use. These regulations are published in the Student Handbook

Student Lockers

Hall lockers are provided for student use. You may share a locker or have your own. It would be helpful to have the name of your locker partner available at registration if you intend to share with another person.

School Picture Information

Representatives from *LifeTouch Pictures* will be here take school pictures of all students. **All students are required to have a picture taken for school records and a student body card, including seniors and those not purchasing pictures.** Please review the school picture information sheet that is included in this packet. Those students that were not able to be present at registration as well as picture re-takes will be taken on **September 24th** during the school day.

Student Accident Insurance

Please refer to the insurance brochure available at registration to determine what, if any, coverage you would like/need. You may complete the form in the brochure when you register. Remember: All checks written for insurance must be made out to Myers-Stevens, Toohey & Co. Note: Full time and school time insurance does not cover sports. Please refer to the school insurance brochure for sports' coverage premiums.

Athletic Participation

Forms for athletics will be available at the Sports Registration table at registration. ORS 336.479 is a law that requires athletes to have physicals once every two years. **Every 9th and 11th grade student/athlete** must have a valid physical prior to the start of the sport that they are participating in. Students participating in sports must be covered by insurance, either school insurance or private coverage. A \$130.00 per sport fee will be charged to each student wishing to participate, with a \$500 cap per family. **Families that qualify for free or reduced lunch federal program will have a reduced fee of \$50.00 for free lunch and \$75.00 for reduced lunch per sport.** The Student Athletic/Activity Code form must be filled out and turned in. **ALL athletic forms must be filled out, signed, and a current physical on file before a student may begin practice. The first day of fall practice is August 13th.**

Student Information Verification Form

Students MUST turn in this information sheet. It is extremely important that this form is reviewed and on file in the high school office. This includes updated address, email and phone numbers. This is vital to our ability to communicate with parents on daily and important issues related to your student. Please list any health problems or allergies on the form in the appropriate area. These forms have been valuable many times for ill or injured students throughout the school year **Please update this form carefully.** The following information is from the Oregon Department of Education: **Although schools may allow a student to use a preferred name that is different from the student legal name, the school must either maintain the records under the legal name or establish a cross reference system to locate the student records by use of the legal name. (OAR 581-22-602.) One record, the permanent record, must include the full legal name of the student. (OAR 581-21-250.) In order to comply with this law, we must include the legal name of each student in their permanent record information. Verification forms need to show the full legal name of the student.**

Bus Schedule

The bus schedule and bus regulations for the 2018-2019 school year will be available at registration. If you have any questions regarding the bus schedule, please contact the District Transportation Office at 895-6009. If modifications to the schedule are found to be necessary after school begins, students will be notified.

Breakfast and Lunch Program

Breakfasts and lunches are available daily at the high school. Our food service personnel plan to have a very appetizing selection of food. Costs for these meals are provided on the Federal Lunch Program form that is included in this packet. We would ask all families turn this form in no matter

their eligibility or economic situation to accurately provide the necessary services for all of our students. You may also apply online on the school district web site under the Meal Time area.

Student Schedules

Students will receive their schedules for the upcoming school year at registration. You can also access your students schedule on Home Access. **Student schedule changes will not occur on this day. The only reason to meet with a counselor for schedules today is if you do not have 7 classes in your schedule or if you have already taken a class and have it in your schedule a second time that you can not repeat for credit.** If you are in need of a paper copy of your schedule, they will be available at registration. If you have any schedule questions, please contact Mona Stiffler @541-895-6020. We will provide Home Access login information at registration for students and families.

School Supplies

Students should bring standard school supplies (e.g., binder, paper, pencils and/or pens) during the first week of school. Their classroom teachers will share class-specific supply lists with students during the first week of school.

- R E M I N D E R S -

1. We accept debit payment at Registration. You can also pay online or do it over the phone if necessary. If you are writing a check, please make the check payable to Creswell High School. Except for school insurance, which should be made out to Myers- Stevens, Toohey & Co. **Before registration can be completed, all prior unpaid student fees must be cleared with the CHS Office.**
2. All 9th grade students will report to school on Wednesday, September 5, 2018, and will report to the Gym at 8:15 a.m. Students will be informed as to what activities will be scheduled during the first day. All returning and new 10th-12th grade students will start their school year on Thursday, September 6, 2018.

We're looking forward to an exciting and amazing school year. We look forward to seeing many of you at registration.

Sincerely,

Adam Watkins
Principal
Creswell High School