

SOUTH MIDDLE SCHOOL SCHEDULE PICK-UP INFORMATION

6TH GRADE	Tues., Aug. 1, 2017	7:30 am – 4:30 pm
7TH & 8TH GRADES	Wed., Aug. 2, 2017	7:30 am – 4:30 pm
All Grades Make-up	Mon., Aug. 7, 2017	1:00 pm – 7:00 pm

PLEASE TAKE THE TIME TO THOROUGHLY READ THIS INFORMATION. The process will go a lot quicker if you have completed the on-line registration through parent portal. We have laptops available for your use or, if you prefer, we do have a paper packet of all the necessary forms you will need. There is no early schedule pick up before the dates listed above. Parents may complete this process (except for pictures) for students who are unavailable on the above dates. Please follow the stations in the order listed. **WE HAVE TRIED TO MAKE THIS PROCESS MORE CONVENIENT. YOU WILL ONLY NEED TO WRITE 3 CHECKS: (1 FOR LUNCH MONEY TO BE PLACED IN YOUR CHILD'S ACCOUNT MADE OUT TO "SOUTH MIDDLE SCHOOL"), (1 FOR ASSIGNMENT BOOKS, SPIRITWEAR, TECH FEES, FACS FEES AND YEARBOOK MADE OUT TO "SOUTH MIDDLE SCHOOL") AND (1 FOR PICTURES MADE OUT TO "LIFETOUCH").** *Credit/debit cards will be accepted only for spirit wear, yearbooks, lab fees or any fine/fee that may be owed. (note: a convenience fee will be added for credit/debit card use.)*

STATION 1 – Verification of on-line registration or pick up a forms packet if needed

- 1) Pick up HEALTH CARE INFORMATION and HEALTH INVENTORY AND CONSENT FORM, complete, and turn in at Station 2.
- 2) Pick up P.E. Form (turn in at Station 2)
- 3) Pick up "shopping list" (assignment book, yearbook, spirit wear purchases, etc.) – Turn in at Station 6

STATION 2 – Schedules and Locker Assignments. Pick up and review your schedule. If you have any questions regarding the schedule, please see one of our counselors or principals. Locker assignments and combinations are listed on schedules.

- 1) Turn in P.E. forms (please make sure to complete with student name, parent signature and P.E. teacher name)
- 2) Turn in HEALTH CONSENT form

STATION 3 – CLINIC – Speak with the nurse about any health concerns for your student. If an 8th grade student, make sure their immunizations are current. Health Consent Form should have been turned in at Station 2.

STATION 4 – Spirit wear - See samples at this station and fill out an order form here. **Pay for items ordered at STATION 6.** (Pricing is listed below)

STATION 5 – School Pictures . Pictures will be taken of every student. Clothing must be school appropriate because these pictures will be used in our yearbook. This is also your opportunity to order school picture packages but is not a requirement. Order forms will be available to complete. (A picture packet should have been mailed to you by LIFETOUCH.) There will be a **make-up** picture day during the first quarter of the school year.

STATION 6 – Cashier – Spirit wear and yearbooks are optional for purchase. Lab fees are required for 7th and 8th grade students taking FACS or Tech Ed.

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| • Assignment books | \$3.50 (Optional, but highly recommended) |
| • Yearbook | \$25.00 |
| • FACS Lab Fee (If scheduled for this class) | \$10.00 |
| • Tech Ed Lab Fee (If scheduled for this class) | \$10.00 |
| • Spirit Wear (t-shirts, hoodies, PE bags) | Prices vary according to item |
| • Art Binder (Ms. Aaron's class) | \$2.00 |

STATION 7 - Lunch Accounts. Our lunch accounting system is a debit system. Students will use their pin number to debit their account for breakfast/lunch. This is NOT A CHARGE ACCOUNT. Money needs to be in a student's account prior to purchasing lunch. Checks can be made payable to SMS. Free/Reduced Meal Applications are available at this station.

STATION 8 – Informational Flyers and Volunteer Sign-up: Stop by and check out the informational flyers as well as pick up a MAP OF SCHOOL WITH LOCKER LOCATIONS, INTRAMURAL and CLUB information. **BUS SCHEDULES ARE PICKED UP HERE.** (Please note: a minimal background check will be done on all our volunteers through Missouri Casenet and the Missouri Watchdog site.)

STATION 9 – Parent Portal and e-mail changes: Come by the main office to sign up for e-mail or to make e-mail address changes. Parents can use the portal to view all student related information. (Identification is required for both parent portal sign-ups and e-mail changes.)