



18-19 Shawnee Heights Middle School Enrollment Activities and Timeline

Tim Urich, Principal uricht@usd450.net Last Names A-K
Brad Mickens, Asst Principal mickensb@usd450.net Last Names L-Z
Beth Robinett, robinettb@usd450.net All 8th Grade
Amy Esquibel, esquibela@usd450.net All 7th Grade
785-379-5830

May 10 – 6th grade students tour the middle school

Beginning of July – Online Enrollment (OLE) opens. The district will send an email announcement to parents.

- Review and sign paperwork and forms (Field Trip, Concussion, Lunch Application, Random Drug Testing etc.)
- Review and update demographic information
- Preview and print class schedule
- Download and review the middle school handbook.
- Pay fees via RevTrak (Families may pay school fees at the time of enrollment or after receiving the first invoice in September.)

July 30 through Aug 8th – Bussing information available via the Parent Portal (*click on the Bussing Icon*)

July 23 – Administrators and secretaries return to school.

- Families new to the district may call the middle school to schedule an enrollment appointment.
 - Enrollment appointments may be scheduled for dates on or after July 31th.

July 31 – Counselors return to school.

Aug 3 – In-building enrollment for current USD 450 students 8:00 AM – 6:00 PM

- Review and sign paperwork and forms
- Receive assistance with Power School / Parent Portal
- Receive a class schedule w/ locker combo and team assignment
- Pay fees
- Turn in sports physical
 - Student planners will be distributed on the first or second day of school.

Aug 7 – Parents will receive an email with a link to their child's class schedule. This schedule will include the team assignment, locker number, and locker combination. Print the schedule and bring it to Sneak Peek (or bring it on your phone).

Aug 9 – Sneak Peek 3:30 – 6:30

- Receive a class schedule with locker combo and team assignment
- Find your student's locker and practice the combination
- Store school supplies in locker
- Bring in your student's supply of tissues and Clorox Wipes.
- Find your student's classes
- Pay fees
- Turn in sports physical and concussion forms
- **No enrollments will be conducted during Sneak Peek**

Aug 14 – 7th Grade First Day

Aug 15 – 8th Grade First Day

Aug 20 – 7th Grade Parent Night: 6:00 PM in the SHMS Commons

Aug 21 – 8th Grade Parent Night: 6:00 PM in the SHMS Commons

- Review school policies
- Receive an athletic update
- Hear about student incentive programs and the middle school philosophy
- Parents will begin with Mr. Urich, Mr. Mickens, and the counselors in the commons. After approximately 25 minutes with us, parents will divide by Red, White, and Blue and accompany their team teachers into separate meeting areas.

*To receive enrollment information, updates and grades from the school, parents must have email addresses on file in PowerSchool. If you do not currently have a parent PowerSchool account, call or email your student's secretary and request the PowerSchool Parent letter. Keep your contact information updated by logging into the Parent Portal and clicking on the Demographic link at the bottom left of the screen.
 Key Parent Portal Views <https://ps.usd450.net/public/>

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences
- Test Scores
- Honor Roll
- Demographic Change

Grades and Attendance:

Please che

Grades and Attendance Standards Grades

Exp	Last Week					This Week				
	M	T	W	H	F	M	T	W	H	F
P1(A)										
P1(A)										
P2(A)										
P3(A)										
P4(A)										
P5(A)										
P6(A)										
P7(A)										
P8(A)										

District Code
CRCN

Choose the Balance icon to find your student's Patron ID and to see fee balances. Follow the RevTrak link to pay fees or apply money to your student's account.

STUDENT INFORMATION

Legal Name (last,first MI)

Preferred Name (if different than legal first)

Street Address

Mailing Address

County

Home Phone

Home Phone Unlisted

Student's Cell Phone

Custody

Student Lives With

SCHOOLMESSENGER OPTIONS

(Emergency Notification System Phone Numbers)

1st Emergency Phone#

2nd Emergency Phone#

3rd Emergency Phone#

SCHOOLMESSENGER OPTIONS

(Electronic Grade Reports E-mailed To:)

E-mail Address #1

E-mail Address #2

Click on the Demographic Change icon to update contact information. Include email addresses in Messenger Options.

2018-2019 School Calendar

Aug		
	2	New Students Enrollment K-6 8AM-3PM
	3	New Student Enrollment K-12 8AM-6PM
	6-7	New Teacher Induction
	8	Professional Development (No School K-12)
	9	½ Day Professional Development (AM) ½ Day Collaborative Teaming (PM) (No School K-12)
	10 & 13	Teacher Work Days (No School K-12)
	14	First Day of Classes Grades 7th & 9th
	15	First Day of Classes Grades K-6, 8th & 10-12