



## 19-20 Shawnee Heights Middle School Enrollment Activities and Timeline

Tim Urich, Principal [uricht@usd450.net](mailto:uricht@usd450.net) Last Names A-K  
Brad Mickens, Asst Principal [mickensb@usd450.net](mailto:mickensb@usd450.net) Last Names L-Z  
Beth Robinett, [robinettb@usd450.net](mailto:robinettb@usd450.net) All 7<sup>th</sup> Grade  
Amy Esquibel, [esquibela@usd450.net](mailto:esquibela@usd450.net) All 8<sup>th</sup> Grade  
785-379-5830

May 9 – 6<sup>th</sup> 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
- Review 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 29 through Aug 7<sup>th</sup> – Bussing information available via the Parent Portal (*click on the Bussing Icon*)

July 22 – 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 31<sup>th</sup>.

July 31 – Counselors return to school.

Aug 1 – 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 6 – 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 8 – 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 forms
- **No enrollments will be conducted during Sneak Peek**

Aug 13 – First Day of School – 7<sup>th</sup> & 8<sup>th</sup> Gr

Aug 19– 7<sup>th</sup> Grade Parent Night: 6:00 PM in the SHMS Commons

Aug 20 – 8<sup>th</sup> 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 administrators, then parents will divide into Red, White, and Blue academic teams 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/>

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.

# 2019-2020 School Calendar

Jul	1	Online Enrollment Begins
Aug	1	Returning Student Enrollment PreK-12 8AM-6PM
	2	New Student Enrollment PreK-12 8AM-3PM
	5-6	New Teacher Induction
	7	Professional Development (No School PreK-12)
	8	½ Day PD (AM) ½ Day CT (PM) (No School PreK-12)
	9 & 12	Teacher Work Days (No School PreK-12)
	13	First Day of Classes - All Grades