



## 21-22 Shawnee Heights Middle School Enrollment Activities and Timeline

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785-379-5830

May 24 – 6<sup>th</sup> grade students from SHES & Berryton tour the middle school.

May 26 – 6<sup>th</sup> grade students from TN & TS tour the middle school

Approximately July 1 – Online Enrollment (OLE) opens. The district will send an email announcement to parents.

- Review and electronically 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.)

Note: Online enrollment can be completed via any large tablet or computer. Online enrollment cannot be completed via a smartphone.

Approximately July 26 through Aug 4 – Bussing information available via the Parent Portal (*click on the Bussing Icon*)

July 26 – 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 28<sup>th</sup>

Jul 29 – In-building enrollment for current USD 450 students

Note: In modern times, so few parents attend in-building enrollment that we no provide extra on-site assistance. If you wish to come to SHMS to use a school computer for online enrollment, please call 785-379-5830 and make an appointment.

- 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 2 – Counselors report to work and begin returning communication and taking enrollment appointments.

Aug 2 – 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 Peak (or bring it on your phone).

Aug 12 – Sneak Peek 3:30 – 6:30

- Find your student's locker and practice the combination.
- Store school supplies in locker.
- Bring in your student's supply of tissues and disinfecting wipes.
- Find your student's classes.
- Pay fees.
- Turn in sports physical forms.
- No enrollments will be conducted during Sneak Peek.

Aug 17 – First Day of School

Aug 23– 7<sup>th</sup> Grade Parent Night: 6:00 PM in the SHMS Commons

Aug 24– 8<sup>th</sup> Grade Parent Night: 6:00 PM in the SHMS Commons