



SHAWNEE HEIGHTS MIDDLE SCHOOL

THUNDERBIRDS

Dear Parent/Guardians of New Students,

Welcome and thank you for your interest in attending Shawnee Heights Middle School! In order to assist you in completing the requirements for enrolling your student, we have put together a brief guide outlining the steps you will need to take prior to your student's attendance in our district.

Step 1	<p>Send us a brief e-mail introducing your student, any special learning needs they may have (such as an English Language Learner Plan, Individualized Education Plan, or a 504 Plan), the grade they are enrolling in, and the circumstances which have brought you to our District. Scan and attach copies of the following to your email:</p> <ul style="list-style-type: none">- Your family's proof of residency in the USD 450 attendance area. This may consist of a utility bill with your name and a USD 450 address, or a lease agreement or mortgage coupon/statement that associates your in-district address to the parent/guardian of the student being enrolled (bills not associated with a utility or the house itself do not qualify as proof). If you are homeless or have a complicated living situation, please contact the Middle School Counselor to discuss any additional documentation requirements.- Your student's Birth Certificate- Your student's immunization records- A copy of your student's ELL/IEP/504/GEI or other learning plan, if they have one <p>Email this documentation to: Jackie Calovich: calovichj@usd450.net AND Katie Davis: davisk@usd450.net</p> <p>Or drop it off or mail it to: Shawnee Heights Middle School Attn: Katie Davis 4335 SE Shawnee Heights Rd Tecumseh KS 66542</p>
Step 2	<p>Follow the link below to create a PowerSchool account and register your new student for school. https://www.usd450.net/parents-students/enrollment/new-student-registration</p>
Step 3	<p>The Middle School Registrar will contact you to schedule an orientation appointment once the other enrollment requirements have been satisfied. Orientation appointments will begin the first week of August.</p>

The traditional *free or reduced price lunch application* has been replaced with the Home Economics Survey (HES). Parents will have an opportunity to complete the HES digitally as part of the online enrollment process. Qualifying households will have certain school fees reduced or waived.

If you have any questions regarding any of these steps please contact the school at 785-379-5830.

Sincerely,

Amy Esquibel and Beth Robinett

Shawnee Heights Middle School Counselors