



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	Send us a brief e-mail introducing your child, any special learning needs they may have, the grade they are enrolling in, and the circumstances which have brought you to our district. Scan and attach copies of your family's proof of residency in the USD 450 attendance area, your student's Birth Certificate, and their immunization records. Send this documentation to: Jackie Calovich: calovichj@usd450.net AND Katie Davis: davisk@usd450.net If this is a Foster Care situation, please call the school 785-379-5830.
Step 2	Follow the link below to create a PowerSchool account and register your new student for school. https://registration.powerschool.com/family/Login
Step 3	Katie Davis will confirm your account details and contact you to make scheduling and orientation appointment with your student's counselor. Please note, the school cannot schedule your appointment until you have provided proof of residency in the USD 450 attendance area: Lease agreement, mortgage statement, gas, electric or water bill.

*If your student currently has an **IEP** (special education services through an individual education plan), a **504 plan** (accommodation plan for students with an identified disability), or an **ELL plan** (English language learner) we will need a copy of this document prior to your enrollment appointment in order to ensure we have reviewed and identified your student's particular needs. You will want to let us know in your initial e-mail if your student has an IEP, 504 or ELL plan.

The documentation listed above and described below is required before the SHMS guidance staff will conduct a scheduling and orientation appointment for your student. If you are unable to complete the forms electronically and email them to the school, please call and discuss options for bringing the documentation to the school.

Required Documentation

o **Proof of Residence:** a utility bill with your name and a USD 450 address, or 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.

o **Birth Certificate**

o **Immunization Records**

*If you believe your family might qualify for *free or reduced lunches*, here is an electronic link to the paperwork that will need to be completed in order to see if adjustments can be made to lunch and other school fees.

<https://secure.ezmealapp.com/ApplicationScreen.aspx>.

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

Sincerely,

Amy Esquibel and Beth Robinett

Shawnee Heights Middle School Counselors