



# 2016-2017 School Year Registration Checklist

Welcome to Registration FHM families! We hope you had a relaxing, adventurous summer and are ready to begin the school year with renewed energy. Student registration is an annual process required for **all students** within the Jeffco district school system. Please review the following checklist for a brief outline of the required materials and tasks. For specific instruction on the online information and individual forms that must be updated and verified by FHM staff, please refer to the 2016-2017 FHM Registration Guide or the FHM Website under Admissions > Registration.

**Please bring this checklist (one per student), along with all required materials to FHM on August 1<sup>st</sup>, 2016 between 7:30am-1pm or 3-5:30pm.** Please submit a FULLY COMPLETE registration packet in person on August 1<sup>st</sup> or by postal mail (postmarked by August 1<sup>st</sup> for timely delivery). Incomplete packets will be declined and the student will be considered “not registered” until all materials are received. There will be an in-person “Registration Make-Up” on August 12<sup>th</sup> from 1-6pm for completed packet check-in and class assignments only. Questions should be directed to Jennifer Levy, Program & Enrollment Director, at [JeMLevy@JeffcoSchools.us](mailto:JeMLevy@JeffcoSchools.us) (preferred) or 303-231-9801 x253.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

Station/Room	Requirement (See Registration Guide for details)	Staff Initial
<b>Station 1</b> <b>PE Room</b>	<b>Jeffco Connect</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Update student and family information (including address and contact info)</li> <li><input type="checkbox"/> Review new directory information policy</li> <li><input type="checkbox"/> Review and acknowledge Jeffco’s Conduct Code (must be dated 7/27/16 or later)</li> <li><input type="checkbox"/> Select “no” to Jeffco’s “Bring Your Own Device” policy (must be dated 7/27/16 or later)</li> </ul>	
<b>Station 2</b> <b>PE Room</b>	<b>FHM’s and Jeffco’s Internet and Technology Use Agreement</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Print and sign FHM’s <a href="#">Internet and Technology Use Agreement</a></li> </ul>	
<b>Station 3</b> <b>Primary 4</b>	<b>FHM Emergency and Permissions Form</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Print and sign FHM’s <a href="#">Emergency and Permissions Form</a></li> </ul>	
<b>Station 4</b> <b>Primary 3</b>	<b>Immunization Record and Health Forms</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read this letter regarding school immunizations for <a href="#">Preschool</a> or <a href="#">K-12</a></li> <li><input type="checkbox"/> Bring a copy of a physician-signed Record of Immunization</li> <li><input type="checkbox"/> Bring a copy of a physician-signed <a href="#">Annual Statement of Health Form</a> or <a href="#">Health Form Opt-Out</a> (for eligible students, see form for details)</li> <li><input type="checkbox"/> Print, have completed by a physician, and return the following (if applicable) prior to the first day of classes:               <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Asthma Care Plan</a></li> <li><input type="checkbox"/> <a href="#">Allergy Care Plan</a></li> <li><input type="checkbox"/> <a href="#">Medication Permission Form</a></li> </ul> </li> </ul>	
<b>Station 5</b> <b>Commons</b>	<b>Community Support Network (CSN)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet a <a href="#">CSN</a> representative and learn about:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Spirit Gear</li> <li><input type="checkbox"/> <a href="#">CSN Student Directory</a></li> <li><input type="checkbox"/> Volunteering</li> </ul> </li> </ul> <b>Revolution Foods School Lunch Service</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Have a tasty snack (available 11:00am-1pm and 3:30-5:30pm)</li> <li><input type="checkbox"/> Learn about our school’s hot lunch program (signup information TBA)</li> </ul> <b>Clubs and Enrichments</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> See the list of Fall Session Clubs, Enrichment Programs and Sports</li> <li><input type="checkbox"/> Meet some of our activity leaders (signup information coming in Thursday Folders)</li> </ul>	Optional

<b>Station 6 UE 4</b>	<b>Lifetouch Photos</b> <input type="checkbox"/> Go to <a href="#">MyLifetouch</a> to preorder, use <b>Picture Day ID:</b> CG886169Y0 <input type="checkbox"/> Photos taken at Registration Day only. Make-up date scheduled for October 18 <sup>th</sup>	Optional
<b>Station 7 Office</b>	<b>Student Fees</b> <input type="checkbox"/> See the <a href="#">2016-2017 Fee Schedule</a> <input type="checkbox"/> Payment via <a href="#">Jeffco Connect</a> is the much preferred method. Please <u>print your receipt</u> or payment history for confirmation of payment at registration! <input type="checkbox"/> Fees may also be paid by check, credit card or cash (exact change ONLY) to the Financial Secretary	
<b>Station 8 Front Entry</b>	<b>Check Out</b> <input type="checkbox"/> Turn in sign-off sheet (this form) <input type="checkbox"/> Receive your child's class placement and Certificate for a Kids' Meal at Mimi's Café*! <small>*Available at Registration Day only.</small>	

**Office Use Only:**

- All Materials Present and Verified by \_\_\_\_\_ on \_\_\_\_\_
- Missing one or more items (see above). Please return for Registration Make-Up Day with completed packet on Friday, August 12<sup>th</sup> between 1-6pm