

July 19, 2016

Dear Parent(s) and/or Guardian(s):

We hope this letter finds you and your family enjoying a safe and relaxing summer. As hard as it may be to believe, the 2016-2017 school year is just around the corner. The first day of school for the upcoming school year for K-12 students is Thursday day, September 1, 2016. The Middle School Sneak Peek is Tuesday, August 30, 4:30 p.m.-6:00 p.m.

The first step in preparing for the upcoming school year is the registration process. The main purpose of this letter and mailing is to provide families with information and materials necessary to make the registration process as smooth as possible. Included with this mailing are the **Registration/Emergency Information Form** and the **Middle School Registration Checklist**. Please follow the directions on the checklist and bring all the requested forms with you to registration.

There are some forms that you will need to access via the **Howards Grove School District Website** (www.hgsd.k12.wi.us). Use the link titled "**Registration Information**" which can be found on any district or school home page. We ask that you print the necessary forms listed on the **Middle School Registration Checklist** and bring those completed forms with you to registration. If you are having any problems accessing or printing a form, or if you have any questions, please contact the Middle School office **prior** to registration.

Registration will take place in the Middle School office on the following dates and times:

Wednesday, July 27

9:00 am – 2:00 pm & 3:00 – 6:00 pm

Monday, August 1

7:00 am – 1:00 pm & 2:00 – 5:00 pm

The Middle School office will be CLOSED on Friday, July 29.

There is the option to pay registration and other fees online using our eFunds for School service. Access the eFunds for School option through the Registration Guide link. You will need to include your Family ID Number and/or Student Other ID Number during this process. These numbers can be found when you access Student Family Info tab via the Family Access link on our home pages. You can also use this online eFunds for School service during the school year to add money to lunch accounts, pay sports fees, etc. **NOTE: Currently there are no convenience fees charged for using eFunds.**

The cost of student lunches at the Middle School are grade 5 at \$2.40/daily and \$12.00 (weekly) and grades 6-8 at \$2.55/daily and \$12.75 (weekly). Families will again use a lunch account envelope/deposit form for deposits to accounts. A form for deposit to the account can be found on the website. Students will use their Student ID Swipe Card for purchases. If your child purchases a milk to go with their cold lunch, this will also come from the family lunch account balance.

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Please note that student pictures will be taken at registration again this year. See the website for package options and payment form. Students may only have their pictures taken at their respective building. If students are unavailable for pictures during registration, picture re-take days are Tuesday, September 20 for Northview and the Middle School and Wednesday, September 14 for the High School.

Please make every attempt to register on one of the two scheduled registration dates. If you cannot register on these scheduled dates, due to a conflict, please contact the Middle School office prior to registration to discuss the situation.

School Board Policy provides an opportunity for a fee waiver should a family demonstrate an inability to pay the fees. The main criteria to determine qualification for a fee waiver will be eligibility for the Free and Reduced Lunch Program. **If you wish to explore the fee waiver option before registration, you must complete the application form, along with the Free & Reduced Lunch Application, if applicable, located on the district website and submit it to the District Office for processing. Free and Reduced Lunch status is separate from Fee Waiver. Free and Reduced Lunch status is only one of several criteria used to determine the appropriateness of a Fee Waiver.** Those who are eligible for Free and Reduced Lunch **may** receive a waiver. If your family situation should change during the course of the school year, any potential fee waiver will be dealt with following a similar procedure. It is important to note that any fee that has been paid will not be reimbursed if a family should qualify for Free and Reduced Lunch after fees have been paid. Please contact the district office if you have any questions about the fee waiver.

Thank you in advance for your cooperation in helping to make the 2016-2017 registration a positive and efficient event for everyone involved. Please feel free to contact the Middle School office if you have any questions.

Sincerely,

Andy Hansen, Principal
Howards Grove Middle School