

July 18, 2016

Dear Parents and/or Guardians:

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, September 1, 2016.

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 **High 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 **High 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 high school office **prior** to registration.

The cost of student lunches at the High School will be \$2.65/daily and \$13.25/weekly. Families will continue to use a lunch account envelope/deposit form for deposits to accounts. A lunch account deposit form 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.

Registration will take place in the High School Office on the following dates and times:

Wednesday, July 27

9:00 a.m. – 2:00 p.m. & 3:00 – 6:00 p.m.

Monday, August 1

7:00 a.m. – 1:00 p.m. & 2:00 – 5:00 p.m.

The high school office will be CLOSED on Friday, July 29th.

HGSD offers the option to pay registration and other fees online using our eFunds for Schools service. Currently there are no convenience fees charged for using eFunds. Access the eFunds for Schools 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 the online eFunds service during the school year to add money to lunch accounts, pay class fees, sports fees, etc.

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 high school office prior to registration.

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 High School Office if you have any questions.

Sincerely,

Mr. Scott Fritz, Principal
Howards Grove High School

No person shall be denied admission to any public school in the district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, career & vocational programming, student services, recreational or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability in the educational programs or activities operated by the Howards Grove School District.