

TEACHER ASSIGNMENTS/PROCEDURES FOR BEGINNING OF SCHOOL YEAR 2018-2019

IMPORTANT NOTICE

When you come to pick up your child's teacher assignment letter, please bring two (2) **current (July/August 2018)** proofs of residence. We will need this for **ALL students, including magnet students and rising kindergarten students**. These need to be utility bills (power, cable, gas, water, landline phone) or contract/ lease. We cannot accept doctor bills, credit card bills, insurance bills, cell phone bills, etc. **We ask for these at the beginning of every school year.** You will also need to have completed the update on your child in Gateway before picking up teacher assignment letters. We will have computers available on the dates below if you do not have access to one.

Grades K – 5 Materials Fee (\$15) & Technology Fee (\$20) will be collected as follows:

FRIDAY, AUGUST 10 th	TIME
Last name beginning with A-G	8:00AM – 10:00AM
Last name beginning with H-O	10:00AM – 12:00PM
Last name beginning with P-Z	12:00PM – 2:00PM

PLEASE NOTE: If you received free lunch last year, you will need to reapply yearly. You will not owe materials fee (\$15). The district is requiring that **ALL** students pay a \$20 technology fee.

*Students in Grades 2-5 will need to purchase a student assignment book at the cost of \$5.00 on this day also. You will receive the student assignment book at the time you pay for it so please have your child label it with his/her name. **These need to be paid for separately from the material fees for accounting purposes.**

Please make every effort to pay fees and pick up teacher assignment letter on Friday, August 10th, as more assistance will be available on this date. If you cannot pick up your letter on Friday you may pay fees and pick up teacher assignment letter on Monday, August 13th, between the hours of 9:00AM-11:00AM. We ask for your patience because you may have a longer wait on this date. **School office hours on Tuesday, August 14th, will be 1:00-3:00pm, as teachers and staff will be in district meetings the other portion of the day.** When you come in with your current proof of residence and to pay your material fees, you will receive your teacher assignment. **We cannot give teacher assignments over the phone.**

On Orientation night, **August 16th**, PTA will have tables set up in the gym to pay any fees for PTA items. The YMCA After School Program will also have a table with information available. The lunch room will be open for payments as well on Orientation night. Our school nurse will be available to answer questions during this time.