



Marshfield High School
10th and Ingersoll St.
Coos Bay, OR 97420

2017-18 REGISTRATION LETTER

Marshfield High School freshmen and sophomores will register on Wednesday, August 23rd and 8th graders, seniors and juniors on Thursday, August 24th. The assigned registration times are printed at the end of this letter.

Please note, **students may not register earlier than their scheduled time.**

IT IS IMPORTANT ALL STUDENTS ATTEND REGISTRATION!!!!!!

REQUIRED 8th grade orientation will be held on Tuesday, September 5th
The first day for all students is Wednesday, September 6th.

ASSIGNED COUNSELORS:	Ms. Burns	(8th graders and Freshmen)
	Mrs. Osbon	(Sophomores & Juniors)
	Mrs. Sprague	(Seniors)

This envelope contains the registration packet forms listed below. Please review, sign the appropriate forms and return the entire packet at registration. Please leave the registration packet intact and stapled together, even if a form doesn't apply to your student.

- Student Profile – Please make changes directly on the enclosed sheet, preferably in red ink; **This form must be signed by a parent/guardian and turned in at registration.**
- Permissions/Authorizations form
- Health Form and Self-Medication Agreement**
- 8th Grady Ready to Smile
- Student Housing Questionnaire
- Free & Reduced Lunch Application

*** Students in grades 8-12 who are developmentally and/or behaviorally able will be allowed to self-administer prescription and non-prescription medication, subject to the guidelines on the enclosed "Self-Medication Agreement" form.*

PLEASE LEAVE REGISTRATION PACKET STAPLED TOGETHER!

The envelope also contains the following information:

- School picture information
- National School Breakfast/Lunch program application instructions
- Supply list
- Mahiscan (yearbook) information
- Fee schedule

During the registration process, a student may not leave until he/she has completed steps 1 through 13. Students will **NOT** be allowed to register earlier than their scheduled time **unless registering with siblings.**

Registration will begin in the MHS main gym and will consist of the following steps:

STEP 1: Arrive at the main gym at the assigned time

BRING WITH YOU:

- ☒ **Stapled registration packet with applicable forms completed (please leave entire packet stapled and intact, even though all forms may not apply to you).**

Each student will pick up a registration checklist form to take with them to each station...be sure a staff member signs the checklist at each station before you move to the next one!

Students will also verify at this station that they are currently enrolled....if not, they will be sent to see their counselor and then return for registration.

STEP 2: Fees

Pay fees or make arrangements for a delayed payment. Fees are as follows:

- ☒ **A \$20 registration fee** is required each year and all students pay this fee. This fee covers the cost of student body cards, and offsets the cost of school events held during the school day.
- ☒ **A \$10 student activity fee is optional**, and includes a validation sticker on their student body card admitting them to MHS home athletic events.
- ☒ **A \$50 fee/book deposit** is a one-time deposit for five years at MHS. It will be refunded upon completion of high school or upon withdrawal if charges/books have been paid/returned. New students, eighth graders and returning upperclassmen who have not previously paid the fee deposit will be required to pay this fee.
- ☒ **A \$5 student planner fee** is required and all students pay this fee. MHS planners are mandatory and will be distributed through the advisory classes.
- ☒ The 2016-17 yearbook, **Main Mahiscan**, is **\$60**, **Spring Book** is **\$20 (\$80 when you purchase both books at registration)** – additional information is included with your registration materials.
- ☒ PE uniforms are **required** for all students enrolled in a physical education classes. **\$20/uniform (or \$9 for shirts/\$11 for shorts if purchased separately).** PE uniforms need to be paid separately at Station 10.
- ☒ **A \$16 PSAT** fee for juniors (optional)

STEP 3: A district Student/Parent Guide, a MHS Discipline Policy and MHS Attendance Policy will be available for families without internet services. Others will receive information where to locate the documents. A signature is required indicating that these documents were received or that parents/students were notified of the location. Helpers at this station will also have Publicity Denial and Non-Release of Information to School Directory forms available.

Extra forms will be available: Students may pick up student insurance forms, school calendars and other general information. Although the district does not pay for student insurance, the school board has authorized the distribution of information and application forms.

First Student employees will be available with bus route information.

STEP 4: Waterfall School Based Health Center & Community Health Center

A representative from the Waterfall School Based Health Center & Community Health Center will be available with registration information and to answer parent questions.

STEP 5: Pictures NO SUNGLASSES OR HATS WORN IN PICTURES!

All students (including seniors) will have their picture taken twice, free of charge; one for the student body card and one for the Mahiscan/school record. Students may also choose to purchase a picture packet (in color), but it is not required. See the enclosed envelope for various prices. Picture packages require cash payment or a separate check made out to Lifetouch and must be paid for at the time the picture is taken.

STEP 6: Locker assignments and parking permits

☠ **Student Lockers are optional** - All eighth grade lockers are pre-assigned and located in Pirate Hall. Students still need to go to the locker station to get their locker assignment. All other lockers are located in the main building. Senior and junior lockers are on the main level of the Main Building, sophomore and freshmen lockers are primarily located on the second floor of the Main Building. We ask that freshmen pick a locker partner, as we do not have enough lockers available to assign individual lockers to freshmen. Please decide ahead of time who you are sharing with and indicate to the locker station staff the name of your locker partner. All other students who wish to have a locker will be assigned a locker.

☠ **Parking permits -**

☠ There are three designated student parking area on campus:

☠ Main Lot (\$30 Fee) Space 40 - Space 56 (seniors only).

☠ Pirate Lot (\$30 Fee) Space 1 - Space 80 first come first serve for underclassmen.

☠ Harding Parking lot (no fee) parking area between the Harding Gym and Football Field

To obtain a permit students must be a licensed driver and pick up a student parking packet from the attendance office or during fall registration. Permits will not be issued if there are any unpaid parking fines.

☠ Return the packet completed and signed along with copies of ODL, insurance, and current vehicle registration. And a receipt showing you have paid the \$30 parking fee (if applicable).

- ☒ Students who have paid a fee will receive an assigned parking spot with a corresponding sticker for their vehicle. (except for the Harding Lot)
- ☒ Students who do not wish to pay for parking can park in the Harding Parking Lot but are still required to complete the student parking packet and register their vehicle with attendance office.
- ☒ Students are to park in their designated area ONLY, or they will receive MHS parking citation. Citation procedure will be:
- ☒ 1st Ticket = \$10 fine
- ☒ 2nd Ticket = \$15 fine/plus phone call home
- ☒ 3rd Ticket = \$20 fine with warning of possible tow
- ☒ 4th Ticket = \$25 fine plus possible tow

STEP 7: Cafeteria

Student lunch payments will be accepted at this station.

Free & Reduced Lunch Application Process: To speed up the lunch application process, we encourage parents to apply for Free & Reduced Meals online at www.cbd9.net/food-services. The application link is toward the bottom of the screen. **You can use the computer lab in Step 12 to apply today.**

STEP 8: Enrollment information

Students need to bring their enrollment data sheet **corrected and signed** by the parent/guardian and their stapled packet of registration forms. Helpers will be available at this station to review the data information and collect the stapled packet of registration forms.

NOTE: Custodial Information: Custodial Information refers to the **legal** parent and/or **legal** guardian of the child. By law, both biological parents are considered the legal parents of the student unless there is documentation on file at the school that states otherwise. If anyone is listed in Custodial Information, please verify that the school has a copy of the paperwork giving them legal rights or provide them a copy.

STEP 9: Student Body Cards and Schedules will be available for pick up at this table

THE MAIN BUILDING IS YOUR NEXT STOP:

9th grade leadership students will be at the front door of the main building to meet and greet our students. They will hand out information on sports programs, clubs and activities available at Marshfield....and will direct you to the other tables in the Main Building (Educational Talent Search, Upward Bound, Z Club, Key Club OHSET)****

STEP 10: If you need to purchase a PE uniform, you can pay at this station to receive the uniform.

Note: PE towels are not provided by the school district; students will be responsible for bringing their own

GO UP STAIRS TOWARD LIBRARY

STEP 11: Go into the library to pick up textbooks

STEP 12: A sign-up sheet will be available at this station if you would like your ParentVue activation key emailed to you. We strongly encourage you to set up ParentVue and StudentVue accounts.

LUNCH APPLICATION

Computers are available to apply on line for the National School Breakfast/Lunch Program.

VOLUNTEER

Computers are also available to sign up as a volunteer for Marshfield High School.

Anyone who volunteers on campus for Marshfield High School (including after school activities) is required to complete the volunteer application which is found be found at: <http://cbd9.net/human-resources/volunteers>. **Volunteer Applications need to be filled out yearly.** On the application, you'll be able to indicate how you'd like to volunteer and at which schools.

STEP 13: Turn in completed registration check list -- (last step before leaving the main building). Stop at this table to verify completion of each step of the registration process.

ASSIGNED REGISTRATION TIMES 2017-18

MARSHFIELD HIGH SCHOOL MAIN GYM

In order for lines to move smoothly, please do not arrive early or ask to register earlier than your assigned time

Families with students in multiple grades may register together

**Wednesday,
AUG 23rd**

**Thursday,
AUG 24th**

FRESHMEN

8:00 am	A-B
8:30 am	C-F
9:00 am	G-K
9:30 am	L-P
10:00am	Q-S
10:30am	T-Z
10:45am	Doors Closed
	Lunch Break
	SOPHOMORES
12:00 pm	A-C
12:30 pm	D-G
1:00 pm	H-L
1:30 pm	M-P
2:00 pm	Q-Z
2:30 pm	Doors Closed

8th GRADERS

8:00 am	A-C
8:30 am	D-H
9:00 am	I-M
9:30 am	N-R & T-V
10:00 am	S & W-Z
	SENIORS
10:30 am	A-G
10:45 am	Doors Closed
	Lunch break
12:00 pm	H-N
12:30 pm	O-Z
	JUNIORS
1:00 pm	A-D & T-V
1:30 pm	E-H
2:00 pm	I-M & W-Z
2:30 pm	N-S
3:00 pm	Doors closed

****REGISTRATION DOORS WILL CLOSE AT TIMES INDICATED ABOVE...NO EXCEPTIONS SO BE CERTAIN TO FOLLOW THE SCHEDULE AND ATTEND AT THE APPOINTED DATE/TIME**

******REQUIRED 8th GRADE ORIENTATION WILL BE HELD ON TUESDAY, SEPTEMBER 5TH with regular 8:00am to 3:11pm class schedule and lunch services.....School buses will also run on normal schedule******

If students **do not attend registration**, their class schedule may be dropped and they will need to contact their counselor to complete the enrollment process to re-register.