

July 2009

To the Parents/Guardians of:

Davenport Community School District (DCSD) encourages all families to connect with their student's school and be aware of the many exciting activities throughout the school year. In an effort to better serve our families, DCSD has a variety of services to facilitate family involvement:

1. Translations: Spanish and Vietnamese translations for the documents enclosed in this registration/re-enrollment packet are available at all buildings. Please contact your child's building for copies of translated documents or the District Administration Building at (563) 336-3812.
2. D-Net: Please sign up for this free service by simply clicking on the D-Net icon on the homepage of the district website: <http://www.davenportschools.org>. Once registered, you will receive periodic e-mail updates on a variety of issues, topics, and events. (D-Net is **NOT** for emergency contacts at this time; it is for general school and district information only.) You can register for this service at any time. D-Net is a convenient way for the district to communicate to parents/guardians on issues and events that impact DCSD families. Communication will be regular, but not constant, and you can "opt-out" of the program at any time. 
3. Parent Assistant (Secondary only): You have the ability to update student demographic information in your Parent Assistant Account. **You must have a Parent Assistant Account to be able to update this information.**
 - a. **What is Parent Assistant?** Parent Assistant allows parents/guardians to view their child's unofficial school records via an Internet connection, including: attendance, grades, current progress/assignments, demographic information, emergency contacts, fees, and student schedule.
 - b. **How do I sign up for Parent Assistant?** You must complete the *Parent Assistant Acceptable Use Policy Form* to get a User Password. This form is available in the building office.
4. Missing Textbooks/Musical Instruments: Please make sure to turn in any DCSD textbooks or musical instruments that were accidentally not returned to the buildings. This prevents the district from charging you for the cost of the item.

Checklist for Registration

- ✓ **Did you review** the enclosed forms for accuracy and make necessary changes?
- ✓ **Did you complete** and sign all necessary forms?
- ✓ **If you received bus transportation** in 2008-09 and your address or school of attendance changed, did you call First Student at (563) 386-1436 regarding next year's arrangements?
- ✓ **If you are pre-paying fees**, did you include the payment stub in the envelope? Remember, pre-payment of fees will speed up your registration experience.

Communication with families is vital in order to relay information, deadlines, special announcements, or to contact you in cases of illness or injury. If you experience any changes in address, telephone numbers, emergency contacts, etc., throughout the school year, please contact your child's school immediately. For the safety of your child, it is essential DCSD maintains accurate contact information.

2009-10 Registration Dates for Intermediate and High School

All Intermediate Registration: August 11th 12:00 – 6:00pm

Unpack Your Back Pack Dates – Intermediate only:

Smart, 6th	August 18 th	5:30pm – 7:00pm
Smart, 7th & 8th	August 19 th	5:30pm – 6:30pm
Sudlow	August 18 th	4:30pm – 6:00pm
Walcott	None	None
Williams	August 19 th	4:00pm – 5:30pm
Wood	August 18 th	4:30pm – 6:00pm
Young	August 19 th	4:00pm – 5:30pm

High School Registration by School:

Central, 9th	August 7 th	12:00pm – 5:00pm
Central, 10th – 12th	August 5 th – 7 th	12:00pm – 5:00pm

North, 9th Registration: 5:00pm – 6:30pm Family Cook-out: 6:30pm Orientation: 7:00pm	August 10 th	5:00pm – 6:30pm
North, 10th – 12th , in the IMC	August 10 th	12:00pm – 4:00pm
North, make up all grades , in the IMC	August 11 th	12:00pm – 6:00pm

West, 9th	August 12 th	12:00pm – 5:00pm
West, 10th	August 11 th	12:00pm – 5:00pm
West, 11th & 12th	August 10 th	12:00pm – 5:00pm

KCAE, East, Pre-Registered Students	August 10 th – 12 th	8:30am – 4:00pm
KCAE, East, Open Registration	August 13 th – 14 th	8:30am – 3:30pm

KCAE, West, Open Registration Or call for an appointment at (563) 391-9161 ext. 105	August 10 th – 14 th	8:30am–11:30am or 1pm– 3pm
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July 2009

Dear Parents/Guardians and Students:

It may be hard to believe, but registration and back to school are right around the corner! Davenport Community School District (DCSD) has worked to streamline the registration process. Please take a few moments to read this letter for important information on your child's registration/re-enrollment.

What to do prior to registration

Review and Correct all Enclosed Materials: Please review, edit and return the enclosed Student Information Verification Form. You will notice your student's unique information has been automatically entered from district records for your convenience. Please make any necessary corrections in red or blue ink and return the form to the school on registration day.

Prepay Fees: **You can pay your child's fees now.** See the enclosed Fees Statement for the appropriate amount and payment instructions. *If you have qualified for free and reduced meals in the past, your fees may be reduced or waived based on a completed free and reduced application for this year.* Prepayment can considerably shorten the time you spend in line on registration day. Prepayments must be received one week prior to registration. *Please write your child's ID number on the payment coupon.*

Purchase Meals: All DCSD schools offer *myLunchMoney.com*, a service to prepay your child's breakfast, lunch, and a la carte food items using your credit card. There is no fee for using the *myLunchMoney.com* service. Enrolling and funding is simple and can be completed online or by telephone. To create an account, you will need (1) student ID number; (2) student birth date; and (3) credit or debit card information. You may call the toll-free customer support center at 1-800-479-3531 to enroll by phone or visit www.mylunchmoney.com. Of course, you may continue to provide payment for your child's lunch via check or cash. **Lunch prices for the 2009-2010 school year are \$2.00 for intermediate and \$2.25 for senior high (depending on student's entrée choice). Breakfast prices are \$1.15 for intermediate and senior high. Individual milk is \$0.50.**

Transportation: If your child qualified for free busing during the 2008-09 school year, and there are no changes in the home address or school of attendance, your child will automatically be assigned to a bus route. **If there has been a change of address or school of attendance, call First Student Transportation at (563) 386-1436 prior to registration to see if bus transportation is available.**

What to expect at registration

Opportunity to Review your Child's Classroom Assignment and/or Class Schedule: Please note that any scheduling problems will be dealt with at a later appointment with your child's counselor; however, the appointment may be set up at registration.

Free or Reduced Price Meals Applications: Applications will be available at registration as well as during the first few days of school. **PLEASE NOTE – YOU MUST FILL OUT A NEW FORM TO BE APPROVED FOR THE 2009-10 SCHOOL YEAR. YOU ARE NOT AUTOMATICALLY APPROVED BASED ON PREVIOUS YEAR'S STATUS.** Only one application is required per household! For further information you may contact Food and Nutrition Services at (563) 386-4780.

Visit with School Nurse: You are encouraged to make an appointment if you need to visit with your child's school nurse. Please be aware that a medication authorization form must be on file before the school can administer any medications and strict policies and procedures are in place surrounding the administration of prescription medication. Forms and regulations are available at the school.

School Spirit Items: Many sites offer the opportunity to pre-purchase yearbooks and offer a variety of school logo items such as sweatshirts, t-shirts and caps for sale.

Central & West High School Students have Picture Taken: High school students from Central and West must have their picture taken at registration. This picture will be used on their student ID and appear in the yearbook. If you would like to purchase a packet of pictures, please make check payable to *Lifetouch*. Payment for picture packets cannot be included in registration fees. (North will be taking pictures after the start of the school year.)

What to bring to registration

All Materials in this Packet: Please review the materials and make corrections. Even if your child will attend a different school next year, please bring this packet with you to the new school.

Payment Materials: Checks, cash and Visa or MasterCard are accepted at all sites.

Transcript for New Students: If your child is new to DCSD, it would be helpful for scheduling purposes if you brought an unofficial transcript to registration. You would request this from your child's previous school. Our school staff will request official records from the previous school on your child's behalf.

IEP for Special Education Students New to the District: If your child is currently in a special education program and just entering DCSD, please bring a copy of his or her IEP to registration.

Miscellaneous

Student Wellness Policy: DCSD's Student Wellness Policy focuses on building positive health and lifestyle choices for students. More information about the District's wellness activities – including guidelines on nutrition, physical activity, special events, food sales, and more – are on the district website at www.davenportschools.org/currentissues/healthwellness.

Physicals: Students participating in interscholastic athletics must be examined by a physician or doctor of chiropractic before competing or practicing in any athletic program. The cost of this physical examination shall be borne by the parents of the athlete. Only one examination card for all sports with a physician's or doctor of chiropractic's signature shall be maintained on file with the school nurse. The examinations are valid for one calendar year from the day recorded on the form. Forms are available at your child's school or online at www.davenportschools.org/activities/physicalexamform04.pdf.

Weekly Early Dismissals: All DCSD schools will continue to participate in the one-hour early dismissal each Wednesday.

Course Catalog: Course catalog is online at www.davenportschools.org/curriculum/courseguide0910.asp.

For further information be sure to visit Davenport Community School District's website at www.davenportschools.org. Have a safe summer!

Respectfully,

Davenport Community School District
Registration Committee