

ONLINE REGISTRATION FOR 2017-2018 SCHOOL YEAR

The Hallsville School District will again utilize online registration for the 2017-18 school year. This process is only for returning students. New students to the district **will not** be able to register online, but will come in and complete the process at the registrar's office.

ONLINE REGISTRATION OPENS ON JULY 3 AND CLOSSES ON AUG. 3 at 4:00 pm !!

The Student Information System (SIS) will be open for the PRIMARY HOUSEHOLD (not the alternate household) parents to update their information, submit new information, complete health information, renew bus rider requests, and register student driver vehicles. All information will be submitted by the parent online. **If there are errors or invalid entries, you will receive an email to re-submit. Watch your email for a response !** Rather than filling out multiple packets for each student, family information will only be completed once and individual student information will be updated at the same time.

To access the parent portal: **Not on smart phone !!**

1. Go to www.hallsville.org

2. Resources

3. For Parents

4. Parent SISK12 access

5. Login with User Name (email address on file)

Once logged in, you will see a tab for Online Registration and this is where you will begin your process. There will be detailed instructions when you begin registration.

If you do not have parent portal access or have forgotten your login information, please email pscott@hallsville.org with your name, your student's name and your contact information.

High School students will not be able to view class schedules- they must come to the Guidance office at their assigned time for schedules. The High School Guidance office will be available on the following days for schedules and the HS office for paying for parking permit: **Aug. 8 and Aug. 9 see schedule below for details.**

Middle School students - There will be a 6th grade Orientation on Aug. 10 at 6pm for schedules and a building tour. 7th and 8th graders will not receive their schedules until the "Meet the Teacher" event on Aug. 14.

Primary and Intermediate students will be notified of their teacher assignment via mail on or about August 7, *if their registration is completed at that time.*

*****Proof of Residence documents will only need to be provided if the household has moved since last school year.**

These can be emailed to the district registrar at mfrevert@hallsville.org, or FAXED to 573-696-1605.

Documentation for any **recent immunizations required for the school year** may also be sent by those methods.

Completed sports physicals (with all signatures and insurance info) may also be faxed to 696-1605. **DON'T WAIT UNTIL THE FIRST PRACTICE AND HAND IT TO THE COACH !** THEY NEED TO BE PROOFED FOR INSURANCE AND COPIED FOR THE COACH.

Most forms in SIS will be marked **required, and must be completed** before you are allowed to submit your entry. If you discover an error, you can notify us and we will resend the form for correction. You must complete the Bus Rider page **for each child** so we can establish the list for each bus and driver. *Please DO NOT fill out the complete mailing address in these bus spaces- just house number, apt number, if necessary, and road name. DO NOT SAY "same as last year" because anything you type there wipes out previous information !!*

*****If you do not have computer access, computers will be available for you at the school on August 2ND and 3RD, at times listed below, or by appointment.**

The registration schedule is as follows:

- July 3 –Aug. 3 **SIS Online Registration Portal open. Portal Closes Aug. 3 at 4:00 pm !!**
- July 22- July 30 **Activities Dead Period-** no contact with coaches or facilities per MSHSAA
- Aug. 2 **NEW FAMILY** to the District registration 1:00 pm to 7:00 pm
 - Computer Lab available for online registration. West Gym Lobby.
- Aug. 3 **NEW FAMILY** to the District registration 9:00 am to 4:00 pm
 - Computer Lab available for online registration. West Gym Lobby.
- Aug. 8 **Seniors/Juniors to Counseling Office for schedules**, pay fines, pay for parking permits, and get locker assignments. 9am-3pm
- Aug. 9 **Sophomores/Freshmen to Counseling Office for schedules**, pay fines, and get locker assignments. 9am-3pm.
- Aug. 10 HS Counseling Office by appointment only
- Aug. 10 6th grade Orientation 6:00 pm in the Middle School
- Aug. 14 Meet the Teacher Night Primary 5:00-6:30pm, Intermediate 6:00-7:30pm, MS 7 & 8th grades 5:30-7pm (6th grade see Aug. 10)
- Aug. 16 First day of Classes- full day.
- **NEW HS Students** in Counseling Office– **by appointment only- Counselors will call you** when student records arrive and are assessed.

Kindergarten registration was held in the spring. If you have not registered a kindergartener for fall, please call the registration office at ext. 334 thru June 15th. We will register any others on Aug. 2 or 3.

Mrs. Maribeth Frevert- Registrar
Hallsville R-IV School District
Ph 573-696-5512 x 334 FAX 573-696-1605

Primary (PK-1) School Office- 696-5512
Mrs. Ada Tharp -Primary Secretary – ext. 602
Mrs. Karen Jimerson- Primary Principal -ext. 601

Middle School (6-8) Office- 696-5512
Mrs. Bertha Brekke – Middle School Secretary–ext.307
Mr. Ty Sides – Middle School Principal–ext. 306

Intermediate (2-5) School Office- 696-5512
Mrs. Brandi Troxel-Intermediate Secretary- ext. 305
TBA – Intermediate Principal – ext. 304

High School (9-12) Office – 696-5512
Mrs. Sally Culwell – High School Secretary – ext. 309
Mr. Scott Daly – High School Principal – ext. 308
TBA – HS Asst. Principal -- ext. 332

REGISTRATION DATES AND TIMES FOR 2017-18 SCHOOL YEAR

ONLINE REGISTRATION OPENS ON JULY 3 AND CLOSSES ON AUG. 3

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
July 16 Online Registration	17 <u>July 3</u> thru Aug. 3 Online Registration	18 Online Registration	19 Online Registration	20 Online Registration	21 Online Registration	22 Online Registration Activities Dead Period begins
July 23 Online Registration Activities Dead Period	24 Online Registration Activities Dead Period	25 Online Registration Activities Dead Period	26 Online Registration Activities Dead Period	27 Online Registration Activities Dead Period	28 Online Registration Activities Dead Period	29 Online Registration Activities Dead Period
July 30 Activities Dead Period Ends 5pm Online Registration	July 31 Online Registration Fall <u>HS sports</u> practices begin am and pm	Aug. 1 Online Registration Fall Sports Practices	2 <i>NEW FAMILY REGISTRATION</i> 12:00 pm-7:00pm <u>Computers available for Online Registration</u> Fall Sports Practices	3 <i>NEW FAMILY REGISTRATION</i> 9:00 am-4:00 pm <u>Computers available</u> <u>Online Registration Portal closes at 4pm</u> Fall Sports Practices	4 Fall Sports Practices	5
Aug. 6 All fall sports athletes must have 14 practice days before competing	7 <i>NEW FAMILY REGISTRATION BY APPOINTMENT</i>	8 SENIORS AND JUNIORS in HS Counseling Office- schedule changes and fees 9am-3pm	9 SOPHOMORES AND FRESHMEN In HS Counseling Office- schedule changes and fees 9am-3pm	10 HS COUNSELING APPTS ONLY FOR <u>NEW HS STUDENTS</u> ★ 6 th grade Orientation in MS 6pm	11 TEACHER INSERVICE DAY ** NO STUDENTS IN BUILDING FB Jamboree TBA 6pm	12
Aug. 13	14 <u>First day of practice for Middle School sports</u> Meet the Teacher Night Primary 5:00-6:30pm Intermediate 6:00-7:30pm 7 & 8 grade 5:30-7:00pm (6 th grade see Aug. 10)	15 New students in HS Counseling Office by appointment	16 First day of school !!	17 	18 First possible fall HS contest FB HOME v. Putnam Co.	19