

CLOSE OF SCHOOL YEAR/SUMMER INFORMATION

Parents/Guardians: Please plan ahead for any items that you may need over the summer.

Summer office hours will be 7:30AM-3:30PM daily (closed from 11:30-12:00 for lunch). **The school will be closed July 3rd and 4th for the Independence Day holiday.**

ADAP: These should be requested from Mrs. Lee in 1320 or their health teacher prior to summer break if the student will be obtaining a driver's permit over the summer. If one is needed over the summer, email shamis@fultonschools.org and then the student can pick it up. **NOTE:** These certificates were given out after the student completed the drug and alcohol awareness portion in health class. We can only give a replacement if the student completed their health class at Milton and in the classroom. The student should pick up the form in person.

Certificate of enrollment for driver's permit: These should be requested from Mrs. Lee in 1320 prior to summer break if the student will be obtaining a permit. **NOTE:** these certificates are only good for 30 days. Students may obtain these in person at the front desk over summer.

Yearbooks will be available for students who purchased a yearbook, but somehow missed pick-up or new ones may be purchased while supplies last. Checks only.

Diploma: These may be picked-up if a student missed graduation or if fees need to be paid to receive the diploma. *Checks only*

Textbook Return: Textbook return/Literature paperbacks/Fees for Media Hub. *Checks only*

Enrollment: Enrollment is done on an appointment basis only. Email Michelle Hight Hight@fultonschools.org to schedule an appointment. Enrollment packets are available on-line at: <http://school.fultonschools.org/hs/milton/Pages/Counseling.aspx> under New Student Enrollment Information or one can be picked up from the front office.

Withdrawal: If a student will be withdrawing over the summer please email Dolores Shamis shamis@fultonschools.org or let the counselor know so that the paperwork can be completed prior to summer.

Work Permits: Students who are 15 will need a work permit.

Go to: <http://dol.georgia.gov/get-youth-work-permit-online> to begin working on the student section. Print out the page with the access code for future reference. The future employer will provide their information to you. Both parts should be brought in and the issuing officer will enter and verify all the information and print the permit. The student needs to appear in person to obtain the work permit. These may be completed by Ms. Lee in 1320 until summer break and then they can be completed in the front office during summer office hours.