

Papillion-La Vista High School 2018-2019 Check-In

Parents,

This packet contains information and instructions regarding what will be required of your student to complete the check-in process. Please read through the packet carefully.

All students are required to complete this check-in process prior to the first day of school on Tuesday, August 14, 2018. We understand there are reasons for conflict on the scheduled days of check-in, so for this reason we do have a make-up day on Tuesday, August 14, 2018 from 1:30 pm to 3:00 pm. Parents/Guardians are welcome to accompany their student.

You are encouraged to log on to the parent portal system and review and change information regarding your family, your student's health, emergency contacts, and primary language for communication. Please make any changes **BEFORE** your check-in date so you don't have to do them when you arrive. This is called Online Student Verification. This link can be found on the left hand side of your student's portal page.

Also, the following forms need to be completed if applicable:

- Medication Dispensing Form (if applicable)
- Lunch Account Deposit (optional)
- Lifetouch Student ID is Required (Portrait Packages optional)

If you are missing or need any of these forms, replacements can be obtained online at phlspaplv.org or at the main office.

Again, please log on and complete the Online Student Verification (OSV). This is going to save you and your student time as you go through our check-in process. If you have any questions about this process, please do not hesitate to call or email me.

Sincerely,

Mr. Kalina, Principal

August PLHS Check-In Schedule 2018-2019

All students must complete the check-in process according to the dates and times provided. Please follow the schedule as closely as possible. We understand if you have an older student and younger student they can come together.

Check-In Monday, August 6, 2018		
Group of Alphabet	Grade	Time
ABCDE	Freshman & Sophomores	8:00am-9:00am
FGHIJ	Freshman & Sophomores	9:00am-10:00am
KLMNO	Freshman & Sophomores	10:00am-11:30am
STAFF LUNCH 11:30-12:30		
PQRST	Freshman & Sophomores	12:30pm-1:30pm
UVWXYZ	Freshman & Sophomores	1:30pm-3:00pm

Check-In Tuesday, August 7, 2018		
Group of Alphabet	Grade	Time
ABCDE	Juniors & Seniors	8:00am-9:00am
FGHIJ	Juniors & Seniors	9:00am-10:00am
KLMNO	Juniors & Seniors	10:00am-11:30am
STAFF LUNCH 11:30-12:30		
PQRST	Juniors & Seniors	12:30pm-1:30pm
UVWXYZ	Juniors & Seniors	1:30pm -3:00pm

The check-in line will close promptly at 11:30am for lunch, and again at 3:00pm for the day. Only students in line before those times will be processed during that session. Lunch for staff will be from 11:30am-12:30pm each day. Check-in will resume at 12:30pm.

PLHS Yearbooks

The PLHS yearbook staff will be handing out the 2018 yearbooks during registration in the concession stand. Bring your receipt to ensure the fastest service.

Extra 2018 yearbooks will also be available for purchase on a first-come, first-served basis for \$70.00. Early-bird orders for the 2019 yearbook will also be taken at the cost of \$65 per book. The price WILL increase later in the year.

What to Expect at PLHS Check-In

Station #1 Check-In (Front Pit Area)

At this station we will be checking to see if you completed the Online Student Verification (OSV). If not, you will be directed to our media center to complete this process. It will save you time if you do this ahead of time.

This process allows parents to go online to review/change information about your family, student's health, emergency contacts, primary language for communication. This information is critical in our efforts to communicate with you throughout the 2018-19 school year. We will be communicating through email, phone (work or cell numbers), Text, Twitter, Facebook, and Parent Link (automated calling system).

Station #2 - Nurse (South Gym)

All new students to the district and **all sophomore (10) students** need to check-in with the school nurse.

- Students will then proceed through the health screening.
- Students may drop off medication along with a medication parent permission form to the nurse.
- Care plans for asthma, diabetes's, seizures and allergies requiring an epi-pen may be dropped off to the nurse during check-in.

Station #3 & #4 – Health Screening (South Gym)

All sophomores & new students to the district will go through health screening: height, weight, vision and dental checks.

- Please bring glasses or wear contacts for vision screening.
- **Health Screening Disclaimer**-Parents who do not wish their student to comply with Nebraska Law on height, weight, vision, and dental screening must submit a refusal in writing from a health care provider to the school nurse prior to check-in.
- Please drop off your sports physicals to Athletic Station #6

Station #5 – Lunch Accounts (Cafeteria)

Food service staff will be available during check-in to collect lunch money to deposit into your account. *Cash or checks only.*

- Please bring you PIN number. New students will be assigned a PIN number. Students who attended La Vista Middle School will use the pin number already assigned to them.
- Parents may also deposit money online using a credit or debit card at myschoolbucks.com. You will need your student's ID number to enroll in this system. Food service staff will be happy to assist you, give you written instructions, and provide your ID number to you to get the online deposit process started.

Station #6 - Athletic Department (Cafeteria)

All students participating in a sport must turn in a sports physical form from a doctor prior to beginning the sport they are participating in. They must also purchase an activity pass. These can be turned in during check-in.

- All students participating in a sport must purchase an activity ticket at a cost of \$65.00
- Turn in a sports physical dated after May 2nd
- Turn in a parental permission form
- Turn in Permission to Treat & Share information form

Station #7 - Lifetouch Portraits (Cafeteria)

All students are required to have a picture taken for their student ID's

- Portrait packages are available for those who wish to purchase them. You can find order forms on the school webpage to view the packages available.
- Incredible value to parents when they order online at MyLifetouch.com
- Order for multiple students at once even if they attend different schools.
- Enroll in MyFamily Rewards to receive ongoing discounts and offers.
- Receive special offers for their continued memory-keeping needs, including a free hard cover 8x8", 20 page photo book from Shutterfly.

Station #8 - Password and Planners (Media Center)

All students are required to stop in the media center and receive a planner and a student password before proceeding to the class schedule station. Students will also be encouraged to download the district app.

Station #9 - Class Schedules and Locker Information

Class schedules & locker information may be picked up by **all students** after the student completes stations one through eight.

- Parents may **not** pick up their child's class schedule.
- The student must complete the check-in process **before** they can pick up their class schedule.
- Schedule concerns can be addressed with a counselor in the guidance office.

All 9th and 10th graders will receive a locker. The locker number and locker combination will be on the class schedule. Students will share a locker based on gender and last name. **All 11th and 12th graders will have the option of receiving a locker. If your 11th or 12th grader wants a locker, see Ms. Grate in the front office.**

Station #10 - Parking Permits (Bookstore)

PLHS PARKING INFORMATION

Parking fees have increased this school year to \$40.00. The dollars generated from parking will go to a new security system and for general maintenance of our parking lots. PLHS students who wish to park in the school parking lot are required to stop by the bookstore to complete a vehicle registration form on the day of check-in. To complete the vehicle registration form students must provide:

- **Student's name**
- **Parent's/Guardians' name**
- **Make of vehicle**
- **Year of vehicle**
- **Color of vehicle**
- **License plate number of vehicle**

