

Dear Parents,

We hope that your family will enjoy the rest of this school year and have a restful and enjoyable summer. As we look forward to next school year, we are continuing the early registration process and we encourage all parents to take advantage of this opportunity. Registering your child early saves time for all of our families. We will have the contents of the registration packet available on our district website – www.pontiac429.org. These same contents are available in this packet.

Complete and return these enclosed items: *(these forms are also available for you to download from our website)*

1. **Student Enrollment/Emergency Form**
2. **Medication Form (if needed)**
3. **Bus Transportation (if eligible)**
4. **Student Fee Sheet (1 per child)**
5. **Parent Authorization Form (required for each student)**
6. **Voluntary Transfer Form (if desired)**

This information should then be placed in the enclosed self-addressed envelope along with your payment (check made payable to Pontiac District 429). If you are unable to pay the fees at this time, please send your registration materials and we will accept your payment prior to the first day of school. **We are encouraging parents to return these forms to their child's school by Friday, May 9. To insure your attendance at your neighborhood school, you must register by June 2, 2008. If you choose not to register by this date, your child may be considered for transfer to another school to balance class size. There will not be a late registration date.**

Completed physical forms and immunization records should also be placed in the envelope for students entering Pre-K for the first time, Kindergarten, and 6th grade students. If you do not have your completed physical form and/or immunization records at this time, we ask that you send in all other registration materials and send us the physical forms and immunization records just as soon as they are completed. If your child was a 5th grade student in District #429 during the 07-08 school year and has a completed physical form on file, your child does not need to have a new physical as a 6th grader.

Dental forms for students entering kindergarten, 2nd and 6th grade students should also be placed in the envelope. If you do not have your completed dental form at this time, we ask that you send in all other registration materials and send us the dental form just as soon as it is completed.

Specific Instructions for each form listed:

1. Student Enrollment/Emergency Form- (1 per child)-

- Complete the entire form.
- It is very important that we have two or more **local** emergency numbers for each child.
- **If you change your address or telephone number, you are required to notify your school's office.**

2. Administration of Medication Form – (if needed)

- Complete the form and return in your envelope.
- ***This form must be completed by your physician if your child will take prescription and /or non-prescription medication at school.***
- ***This form must be signed by parent and physician.***

3. Bus Information Sheet – (if eligible)

- Complete the bus information sheet and return in your envelope.
- If you wish to have your child transported to a daycare provider, the form must be completed and returned.

4. Book Rental and Fees Sheet/Student Insurance (1 per child)

- Fill out one fee sheet per student.
- Please mark the payments you are including in the envelope.
- Make checks payable to **Pontiac District 429.**
- **Educational Fees: (must be paid even if you are approved for a waiver)**
 - Kindergarten-5 \$15
 - Grades 6-8 \$35
- **Free or Reduced Lunch and Textbook Waivers and Student Insurance Forms** will be available at the District Office at Central School, 117 W. Livingston, after August 1, 2008. Stop in and complete all information and return to the District Office. **PLEASE READ THE ADDITIONAL NOTICE IN THIS PACKET REGARDING FREE AND REDUCED LUNCH BENEFITS AND TEXTBOOK WAIVERS.**

5. Parent Authorization Form (required for each student)

- Place a check mark on every area you give your permission.
- Sign and date.

OTHER IMPORTANT INFORMATION:

First day of Attendance – First day of pupil attendance will be Monday, August 18. Classes will run from 8:00 a.m. to 11 a.m. **Dismissal will be at 11 a.m. Regular dismissal at 3:00 p.m. will begin on Tuesday, August 19th. Breakfast will be served on Monday, August 18th.**

Pre-Kindergarten and Kindergarten Open House- “Meet the Teacher” for Pre-kindergarten and kindergarten students is planned for Thursday, August 14 at 6:00 p.m. at your child’s school. You are asked to accompany your child for a short orientation and get acquainted time with their new teacher and classroom. Students may bring their school supplies to the open house. The first day of school for our Pre-kindergarten and kindergarten students will be Monday, August 18, 2008.

Class Lists – All attempts will be made to have tentative class lists posted at each individual grade school on or about August 13. These are subject to change.

Jr. High Schedules – All attempts will be made to have schedules available at the Jr. High office on or about August 13.

If you have any questions, feel free to call your school office.

Sincerely,

District #429 Administration