**RETURNING STUDENTS - REGISTER ONLINE FOR SCHOOL**

**\*Starred materials need to be submitted by August 28, 2018**

First Day of School: Tuesday, September 4, 2018 (full school day)

Hello Returning Viking Families!

We are excited to continue our method of online registration for returning students this year. Instead of completing the same paperwork year after year, register online from the convenience of your home, beginning August 1st. If you do not have access to a computer, the middle school office will be open beginning August 20th, from 8:00 a.m. – 4:00 p.m. We will have computers set up, and staff will be available to help you through the process. ALL REGISTRATION **MUST** BE COMPLETED BY AUGUST 28TH!

Please read through all of the information below to complete the registration process. Our hope is to streamline the process for future years, making your child’s back to school registration a simple, user friendly process.

**\*Power School Student Demographic Update**

All parents/students must complete a demographic update and review all policies and procedures online in order to register. You can sign in to the Parent Portal here [**PowerSchool Parent Portal**](https://ps-wh.muskegonisd.org/public/home.html) using an existing account. If you do not have an account and need instructions, please email us at kirstenbolles@whitehallschools.net or wendybriseno@whitehallschools.net or call us at 893-1030 and we will send you instructions to set up your Power School account. When you are logged into your Parent Portal account, scroll down the left hand side menu to “Demographic Update.” You must provide at least one “Parent/Guardian Contact” and at least one “Emergency Contact”.

*After you read, complete and submit the update, your child’s schedule will be unlocked and can be found under the “Grades and Attendance” tab.* Any requests for schedule changes can be e-mailed to lorihartman@whitehallschools.net or cjvanwieren@whitehallschools.net. We cannot guarantee the requested schedule change, due to current class sizes, but will make every attempt possible.

**\*Free and Reduced Meal Applications**

If you need to apply for free or reduced meals, go to the Food Service webpage at this link [**Whitehall Food Service**](http://www.whitehallschools.net/ourdistrict/foodservicedepartment/). You can complete the application online or print the application and turn it in at the middle school office.

**No fee to Deposit Lunch Money**

Send money to school has no fees again this year. Click the link here [**Send Money to School**](https://sendmoneytoschool.com/Dashboard/Login.aspx?ReturnUrl=%2f) if you would like to deposit lunch money into your child’s account.

**School Picture Form**

School pictures will be taken on September 5th during the school day. The Middle School uses Radium Photo for our school pictures, sports pictures, and yearbooks. [**Online forms**](https://radiumphoto.com/pre-order-school-pictures/) are available if you wish to purchase picture packages using a credit card. You may also pick up a paper form during the Open House on August 28th if you wish to pay by cash or check (made out to Radium Photo). Have your child bring the form to school on picture day. Also new this year is the option to purchase a yearbook online! Note that yearbooks will *not* be delivered with your picture package. Delivery for yearbooks will be in May, 2019. There will be order forms in the spring for yearbooks for those that do not wish to purchase a yearbook at this time.

**Middle School Open House**

The middle school open house will be Tuesday, August 28th from 6:00 p.m. – 7:30 p.m. Mark your calendars and come with your student to meet their teachers, visit their classrooms and see where they spend their days.

**Parent and Student Tips**

Student and parents – get involved! Take personal pride in all that you do! Expect Excellence! Be your best and give your best effort every day! Get involved in your school community! Check the middle school website often for upcoming activities. The middle school announcements are posted daily for your information. [**www.whitehallschools.net/ourschools/middleschool**](http://www.whitehallschools.net/ourschools/middleschool)

Please pay close attention to the attendance and tardy policy as the number of days and tardies accumulated can impact student’s ability to earn middle school credit. We ask that absences be reported to the attendance office daily as they occur.

Take time to view your student’s academic progress and attendance utilizing our Parent Portal. Administratively, we realize the Parent Portal is not updated daily but the information you see may be reason to make inquiry with the appropriate staff member to discuss your student’s progress.

As always, if you have any questions or comments, please contact me at 231-893-1030, or by email at cjvanwieren@whitehallschools.net Thank you for your support and commitment to Whitehall.

Go Vikings!

CJ Van Wieren, Principal

Whitehall Middle School