

NORTHEASTERN WAYNE SCHOOLS

2019-2020 Student Registration & New Student Enrollment

Registration will be online for all students in the district this summer! We encourage you to take advantage of using the online service from the convenience of your home, the Morrison- Reeves Library, your office or your mobile device. **ALL STUDENTS MUST BE REGISTERED BY August 1, 2019.**

* **Contact Mrs. Curtis at vcurtis@nws.k12.in.us if you cannot remember your log in for Family Access.**

Online Registration will open on July 16, 2019 and close on August 1, 2019. During this time we encourage you to sign into your **HARMONY FAMILY ACCESS ACCOUNT**. From there you will be able to complete all Registration Documents for each of your students. You will need to:

- * Update demographic information
- * Update Health History and submit updated immunization forms
- * Electronically sign all documents required by your child's school
- * Make a payment to Textbook Rental
- * File a Free and Reduced Application if you want assistance for lunches and textbooks, **please file only one per family**

ONSITE REGISTRATION AND NEW STUDENT ENROLLMENT

(for parents that do not have computer access or have not completed online registration from home.)

If you do not have computer access, need to make a schedule change, or pay textbook fees in person, please visit **NORTHEASTERN HIGH SCHOOL** during one of the days and times listed below.

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|--------------------------|-------------------|------------------|
| Tuesday, July 30, 2019 | 9:00 – 11:00 a.m. | 3:00 – 6:00 p.m. |
| Wednesday, July 31, 2019 | 9:00 – 11:00 a.m. | |
| Thursday, August 1, 2019 | 9:00 – 11:00 a.m. | 3:00 – 6:00 p.m. |

ALL NEW STUDENT ENROLLMENTS will be at **NORTHEASTERN MIDDLE SCHOOL** on **THURSDAY, July 25th** 9:00 – 11:30 a.m. and 3:30 – 6:00 p.m. To enroll, you **must** provide a **Birth Certificate, Immunization Record, Proof of Residency (HUD/Mortgage Statement or Rental Agreement PLUS one of the following: Utility Bill, Driver's License, Tax Statement, Insurance Bill, change of residency form), Social Security card, and guardianship papers, if applicable and Transcript or Report Card**. Out of District students will need to fill out a Transfer Tuition Application.

TEXTBOOK/TECHNOLOGY FEES:

Payment in full is expected at registration. If you cannot pay in full, a parent or guardian must make a deposit of \$50.00 for each student and sign a payment contract. Those filing for Free and Reduced are asked to pay \$50.00 for their Lab Fees.

PAYMENT OPTIONS: (ALL PAYMENTS MUST BE MADE BY AUGUST 7, 2019.)

- * EFUND (online payment system)– check, debit card, credit card.
- * Mail a check to your child's school. (Separate checks are needed for each building).
- * Pay in person at your child's school during Office Hours.

PARENTS: If you have questions or need to update or add your email addresses, please contact your building secretary. Elementary: bdrake@nws.k12.in.us, Middle: lbelle@nws.k12.in.us, High: abaker@nws.k12.in.us

*** More detailed information about registration will be communicated via email during the summer.