**RETURNING STUDENTS - REGISTER ONLINE FOR SCHOOL**

**\*Starred materials need to be submitted by August 31st, 2017**

First Day of School: Tuesday, September 5, 2017 (full school day)

Hello Returning Viking Families!

We are excited to try a new method of registering our returning students this year. Instead of completing the same paperwork year after year, register online from the convenience of your home. If you do not have access to a computer, come to the middle school on **August 23rd between 8 am and 11 am, or 3 pm and 6 pm** to complete your child’s registration. We will have computers set up, and staff will be available to help you through the process.

Please read through all of the information below to complete the registration process. We may have a few bumps the first year, but our hopes are 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 rondadow@whitehallschools.net or call us at 893-1030 and we will send you instructions to set up your Power School account. **ALL 6th Grade Parents: Web ID and Password letters have been mailed out. Once you receive that letter, you will be able to create a log in.** When you are logged into your child’s 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. Then feel free to stop in **August 23rd between 8 am and 2 pm, or 3 pm and 6 pm**, so students can find their lockers and classrooms.

**\*Bus Transportation Request**

If your child needs busing, please click on the transportation link provided, complete the transportation form and drop off at the middle school office or email back to one of the addresses listed above. [**Transportation Request Form**](http://www.whitehallschools.net/downloads/transportation/1st_thru_12th_bus_form.pdf)

**\*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.

**New! No fee to Deposit Lunch Money**

Send money to school has no fees 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 6th during the school day. Forms will be available at school during registration and open house. Return form with payment on September 6th. The Middle School uses Radium Photo for our school pictures, sports pictures, and yearbooks. Please note that yearbooks are NOT included in picture packages. There will be order forms in the spring for yearbooks.

**Middle School Open House**

The middle school open house will be Tuesday, August 29th 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