



PORTLAND PUBLIC SCHOOLS

3400 S.E. 26th Avenue / Portland, Oregon 97202
Telephone: (503) 916-5120

CLEVELAND HIGH SCHOOL

Dear Families,

We are excited to see you all back for registration next week, August 14-16th. We want to communicate some important details with you to help registration run smoothly and reduce line wait times.

Registration will begin on the 2nd floor near the auditorium and continues in to the cafeteria. Please come through the Main Doors to the building on 26th Avenue and up the stairs. **ALL STUDENTS MUST HAVE THEIR STUDENT VERIFICATION FORM, SIGNED BY A PARENT/GUARDIAN IN HAND IN ORDER TO COMPLETE REGISTRATION-NO EXCEPTIONS!!** ** Verification forms provide us with some very important safety information as well as current mailing and email addresses which allows us to communicate with families as needed - we realize these forms are lengthy but please make every effort to provide us with complete information**. New enrollees will be directed to the attendance office and students *without a verification form* will need to check in to the main office. All other students will turn left at the top of the stairs to turn in their forms and to pick up a schedule.

At registration, *students with a signed verification form* will be picking up schedules which include locker information, paying fees, having pictures taken (picture packets available for purchase at this time-see below for a link) and ID cards printed, and picking up textbooks at the bookroom. If there are any schedule adjustments required, instructions will be provided at registration. *Counselors will only be available by appointment with a pass provided by staff at registration.*

FREE AND REDUCED-PRICE MEALS APPLICATION:

Applications must be re-submitted each year to qualify for free and reduced-price meals. Please visit: <https://www.schoolcafe.com/> to apply. If you qualify for free and reduced-price meals, you may also have lower registration and activity costs as well as testing and college entrance fees throughout the school year.

REGISTRATION SCHEDULE

Tuesday, August 14:

Students report to the time listed with the 1st letter of their last name!

12th Graders: A - G 8:30-9:15 H - M 9:15-10:00 N - S 10:00-10:45 T - Z 10:45-11:30

Wednesday, August 15:

11th Graders: A - G 8:30-9:15 H - M 9:15-10:00 N - S 10:00-10:45 T - Z 10:45-11:30

10th Graders: A - G 12:30-1:15 H - M 1:15-2:00 N - S 2:00-2:45 T - Z 2:45-3:30

Thursday, August 16:

9th Graders: A - B - C 8:30-9:00 D - E - F 9:00-9:45 G - H - I 9:45-10:30 J - K - L 10:30-11:00

Closed for lunch 11:00-12:00

M - N - O - P 12:00-12:30 Q - R - S - T 12:30-1:00 U - V - W - XYZ 1:00-2:00

Please come during your assigned day/time as we will only have schedules available for specific grade levels.

REGISTRATION MAKEUP:

If you cannot attend your assigned day/time to register, you will register on the first day of school (see website for complete details). *Students must bring the signed verification form with them.* Makeup ID cards can be done on August 31st. If you need Trimet transportation the first week of school, please purchase necessary Trimet tickets at: <http://trimet.org/fares/youth.htm>.

MONDAY, AUGUST 27-FIRST DAY OF SCHOOL:

ALL students will be picking up a new, updated class schedule on the first day of school, Monday, August 27. We will follow a special schedule on the 1st day of school with freshmen orientation beginning at 8:30 am. All grades will attend periods 1-8 beginning at 10:15 am. Please arrive early enough to get your new schedule and still be on time for class. This new schedule will be printed on YELLOW paper. Students must attend all classes on the yellow schedule unless otherwise instructed, even if students are waiting to have schedule changes. This ensures that our attendance is accurate, allowing us to find students and provide them with updates as necessary.

FIRST DAY OF SCHOOL SCHEDULE:

7:30-9:30 am: Make up registration for returning CHS students & those students new to CHS

8:00-8:30 am: YELLOW Freshman schedules available for students who missed registration

**9:30-9:40 am: Freshmen visit Academies

**9:45-10:15 am: Welcome Freshmen Assembly in the Gymnasium

Beginning at 10:15 am - ALL students will attend periods 1-8 as follows:

10:15-10:44 am: Period 1

10:49-11:19 am: Period 2

11:24-11:54 am: Period 3

11:59 am-12:25 pm: Period 4

12:25-1:00 pm: Lunch

1:05-1:35 pm: Period 5

1:40-2:10 pm: Period 6

2:15-2:45 pm: Period 7

2:50-3:15 pm: Period 8

Again remember to arrive early enough to pick up your new **YELLOW schedule - students without a yellow schedule will not be admitted to class. **Please note special orientation times for Freshmen.*

WHAT TO BRING TO REGISTRATION:

RETURNING students:

- **SIGNED VERIFICATION FORM!** If you need an additional copy, please contact smosley@pps.net to have one emailed to you. This important document is your legal consent to register your student at CHS and ensures we have accurate contact information for the school year.
- **Printed receipt** from www.schoolpay.com if you are paying fees online. If you prefer to pay in person, stations will be set up in the cafeteria.

NEW students must report to the attendance office with a parent/guardian and bring the following:

- Address verification (2 pieces of mail such as utility bills, proof of insurance, mortgage, etc.)
- Most recent high school transcript, if 10th-12th grade
- Most recent IEP or 504, if applicable

VOLUNTEERS NEEDED

To ensure the smooth function of our registration process and to help welcome and guide families, we are in need of registration and bookroom volunteers for all three registration dates, as well as the first day of school. The more volunteers we have, the quicker our lines move! Please visit the following links to sign up:

Bookroom: www.signupgenius.com/go/60b0a4fa8ad29a7f58-bookroom

Registration: <https://www.signupgenius.com/go/60b0a4fa8ad29a7f58-2018>

SCHOOL PICTURES/ID CARDS

Pictures will be taken at registration and ID Cards will be printed immediately. Makeup ID card photos will be available on August 31st. Picture retakes will be held on October 3. To order pictures online, please visit:

PICTURE DAY IS COMING! Order today at mylifetouch.com

Picture Day is: August 14th, 15th and 16th, 2018	Picture Day ID: FO73831700	
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If you have any registration questions, please feel free to contact Vice Principal, Kristy Mize, at kmize@pps.net

Welcome Back to School!