

# Frequently Asked Questions

## OPHS Registration 2018-19

**Seniors Only: Registration will begin at 9:00 am, Monday, July 30th.**

**Registration for all other grade levels will begin at 8:30 as usual.**

### **Will I receive an OPHS Registration Packet in the mail?**

**No.** Forms and materials will be posted online on the OPHS website. However, our photographer, O'Connor Bros. will be mailing you a packet prior to registration to purchase photos. If you wish to buy photos, bring the envelope with the order form and a separate check (made out to O'Connor Bros. Photography) to registration. The target date for posting the forms and materials is **July 16, 2018**. On that day, from the OPHS home page, click on the link entitled "**2018-19 Registration Materials**" to access the forms and instructions. If you do not have access to a computer or printer, paper copies will be available in the OPHS Main Office **on July 16, 2018**. The OPHS home page is: [www.oakparkusd.org/ophs](http://www.oakparkusd.org/ophs).

OPHS will notify families via the All Call phone message system and the *OPHS eNews* email bulletin when the forms are posted online. If you have not signed up to receive the *OPHS eNews* email bulletin, please take one minute now to do so. Click on this link: <http://visitor.constantcontact.com/email.jsp?m=1101184662497> and be sure to indicate the grade level(s) of your OPHS student(s).

### **Will I be able to type information directly onto the forms?**

**Yes!** Again this year, all forms will be posted as fillable PDF documents. Open the PDF document **in Adobe Reader**. (Note: Fillable forms do not work well in "Preview" – please use Adobe Reader!) Position your cursor over the first fillable area (the area you need to type in), click, and type! Use your tab key to move to the next fillable area (or click on it). Follow the detailed instructions listed on the website and on each form in the "Quick Tip".  
Simply hover your mouse over the Quick Tip to read the note!



★ **Remember:** You may **save** the PDF forms to your desktop! So whether you have to step away from a partially completed form or you want a record of your input, just click on "**Save As**" to save the form on your computer. You must be using Reader to do this step.

Along with the Registration forms, we provide a link to Adobe Reader so you may upgrade to the latest version of Adobe Reader, which we highly recommend. The upgrade is free.

You may also print out a blank form and complete the information by hand, but to help our school office easily read critical contact information we prefer that you **TYPE** the information on the forms.

**All forms referenced in this FAQ document are a part of the 2018-19 Registration materials and processes that will be posted on the OPHS website on July 16th.**

### **What is ASB and should my student join?**

**ASB**, referred to often in this FAQ document, is the Associated Student Body. Every student, by virtue of enrollment at OPHS is a member of the Associated Student Body, and is represented by elected ASB Officers and Student Council members who serve as the voice of the students in all major school affairs and act as the liaison between students and the administration. Under the supervision of a Faculty Advisor, ASB organizes school activities.

**OPHS students are encouraged to purchase an ASB activity sticker (for his/her OPHS**

**Student ID Card) to support ASB activities and athletics.** This ASB activity sticker entitles students to free admission at regular season home athletic games and to discounts on school activities and dances. The activity sticker purchase is also known by other familiar terms: "ASB cardholder," "ASB Card" and "joining ASB." All OPHS athletic team members and ASB officers/representatives are required to be current ASB cardholders. The option to purchase the ASB activity sticker will appear on the OPHS Student Store Fees form.

## What's New for OPHS Registration?

### ★ Book Lockers –

Lockers will be assigned and registered on site to all students. **NOTE: Lockers will only be registered to students who have a school-approved lock in hand, as well as their 2018-2019 Student ID and their schedule.** If you do not already have a lock, school approved locks are available for purchase for \$5.00 through the Student Store, and/or for \$5.00 cash the week of registration. Book lockers are strongly recommended for grades 9-11, but are optional for seniors. ***For student safety, all locks placed on unassigned lockers will be removed and discarded daily.***

★ **No textbooks will be accepted at Registration.** If your student has a lost or outstanding textbook, he/she will be required to pay the textbook fee at Registration. Replacement textbooks have already been purchased for the school year. OPHS students and parents were given ample time to return missing texts up until May 25, 2018; notices and announcements began in May. It is the responsibility of the student to return OPHS issued textbooks when due in May.

### Can I pay fees online?

#### ★ Yes! Pay the OPHS ASB & Student Store fees online; no credit card surcharge.

- You can pay almost all fees\* online! It's safe, secure and you can use your VISA or MasterCard credit/debit card. From the OPHS home page, click on the "OPHS WebStore" link or go to [http://webstores.activenetwork.com/school-software/oak\\_park\\_high\\_school/](http://webstores.activenetwork.com/school-software/oak_park_high_school/).



- **Be sure to print out your receipt and attach it to the Student Store Fees form as proof of payment.**

**\*The following items CANNOT be purchased online via the OPHS Webstore:** All parent booster club/support memberships, Grad Night 2019 Tickets, OPHS cafeteria lunch checks, or unpaid lost textbook fees. Separate checks to each organization are required or separate credit card payments may be accepted as indicated on their forms within the Registration materials.

## General Questions

### How long will Registration activities take?

Plan on at least **one hour**. On Tuesday, July 31st through Thursday, August 2nd, doors will open at 8:30 am and close promptly at 12:00 pm for grades 11, 10 and 9 respectively.

**Monday, July 30th, senior registration will begin at 9:00.** Please do not arrive at the last minute as we will be unable to process your student through all the stages of Registration and he/she will be asked to return on Tuesday, Aug. 7th.

**If your student has a lost textbook issue to resolve,** he/she will have to take care of this problem first before they can begin Registration, and this **may take an extra hour or more!**

## **What if my student cannot complete Registration due to unpaid Textbook Fines?**

Students who do not complete Registration during Registration week, for any reason, will not have access to **Q Student Connect** and will not be able to retrieve their class schedule. Students must complete registration process on first day of school, Tuesday, Aug. 7th at 7:00 a.m. with their money to settle textbook fines. If unable or unwilling to do so, please schedule a meeting with Administration to resolve the issue.

## **Can my student register without a parent being present?**

**Yes! We encourage students to handle their own Registration.** Please ensure that all forms are completed and signed, checks written and attached (or attach online payment receipt(s)).

Note: Students with incomplete or missing forms, or who do not resolve unpaid textbook fines, will not be allowed to proceed in the Registration process or to pick up their class list, P.E. clothes, etc., and will have to return to Registration with the completed paperwork or textbook fine payment.

## **Vacations and Other Excuses for Missing Registration**

***We will be on vacation during Registration week. When is Make Up Day?***

***Can I register early? My student has to work the day of Registration.***

- OPHS will **not** offer a separate Registration Make Up Day.
- **No**, OPHS cannot process early registrations.
- OPHS has been communicating the July/August Registration dates since March to help you plan vacation or work shifts accordingly.
- If you cannot attend on your Registration day, select from the following two options:

★ **Option 1. A friend can attend Registration to process your paperwork.** The friend must attend during the Registration Day assigned to your student. If possible, please give the friend your student's existing OPHS Student ID Card and a check for any outstanding book fines. The Registration paperwork must meet the same criteria (be properly and completely filled out, with required signatures and payment - either individual checks or online payment receipt attached) or else the process will be stopped and your student will be required to complete registration on the first day of school. We do recommend that you consider paying fees online thereby reducing the number of personal checks you must attach to the various forms. Remember to communicate preferred clothing sizes for P.E. clothes, if they will be purchasing uniforms from OPHS. OPHS students who miss their assigned Registration day **will be required** to attend the Student ID Card photo session on the first day of school, **Tuesday, August 7, 2017**, (7:00am – 8:30 in the Pavilion) in order to get their 2018-19 OPHS Student ID Card.

★ **Option 2. Student must arrive early on the first day of school: August 7, 2018.**

Arrive at the OPHS Pavilion building at **7:00 a.m., Tuesday, August 7, 2018** to begin the Registration process. Because of the morning time constraint, your student may have to use his/her Nutrition period and part of his/her Lunch period to finish the Registration process or to take OPHS Student ID Card Photos, etc. Students who miss both the Registration day and first day of school ID Card photo opportunities will have to wait until **August 20<sup>th</sup>**.

## ***IMPORTANT NOTES FOR STUDENTS UNABLE TO ATTEND REGISTRATION:***

- **All Grades:** it may impact requesting a schedule change, as classes will be filled on a first come, first served basis.
- **Seniors:** your 2018-19 OPHS Student ID Card **is required** in order to receive an Off Campus Lunch Privilege Pass.
- **Students** who miss Registration will have to take his/her Student ID Card photo on Tuesday, Aug. 7 during school hours. **Seniors taking their photo on Aug. 7th** and

requesting an Off Campus Lunch Pass will most likely be UNABLE to leave campus at lunch on the first day of school. Plan ahead and bring a lunch or buy lunch from the cafeteria that day. A school lunch costs \$4.50.

- **Students who miss** both the Registration day *and* first day of school ID Card photo opportunities will have to wait until **Aug. 20<sup>th</sup>** for the make up ID Card photo session.
- **Students will need to have their 2018-19 OPHS ID Card to check out new textbooks.**
- **Senior** will need have to take their ID Card AND the completed Off Campus Lunch Privilege Pass application to the Main Office during office hours before he/she will be allowed to go off campus for lunch. For more details on the Off Campus Lunch Privilege Pass, please read the paragraph later in this document.

### **Where is Registration held on campus?**

- **Registration will be held in THE PAVILION. It begins at the doors closest to the gym. The Health page from the Parent Connect Re-enrollment Review will be turned in at station 1 to a Health Technician.** At **Station 1**, students will get Photos taken for their Student ID Card and for any portrait photo package orders (see the Student Photo Order Price List Form #20 within the Registration Materials for prices/order info). **If your student owes a fine for a lost or missing textbook, this is where he/she will have to meet with an OPHS representative first to resolve the issue.**
- Students will then continue to proceed **to station 2 in the Pavilion** to turn in their mandatory forms, printed confirmations, and pick up their class list.
- ***If schedule changes are necessary***, students will need to get prior approval from Mr. Martin in **Room C-10**. We encourage students to complete the remaining Registration steps before going to their appointment.
- **Student Store will be located at The Student Store** to pay ASB fees by check or cash.
- **P.E. Clothes** – if you have purchased them through OPHS Webstore, they may be picked up in **Room C-8**. You will receive a receipt for your PE clothes when registration fees are paid at the Student Store whether paid by cash or check. If paid online, bring your receipt to room **C-8**.

### **Where do I find my student's ID number?**

Student ID numbers appear on both the OPHS Student ID Cards as well as the Medea Creek Middle School ID cards, and on Q Student Connect. The OPHS student ID number for your child never changes. Incoming MCMS students will keep their same student ID numbers throughout their years at OPHS. New students to OPHS will receive a Student ID number with their enrollment materials from the Office.

### **What if there is a mistake on my student's Class List?**

If there is a genuine error on the Class List, OPHS Counselors will be available during Registration to resolve schedule errors. If students see a genuine error on their schedule they are to go to **ROOM C-10** to Asst. Principal, Mr. Martin. He will review the schedule to determine if a visit to the counselors is warranted. At the Counseling Office students will sign-in and be seen on a first-come, first-served basis. Students must be sure to complete Registration activities before going seeing the counselor. Students will be expected to attend the course that is assigned on their schedule until the issue is resolved and he/she has received notification from a Counselor that the course change is approved.

### **Why does my senior have to take a Student ID Card photo since we just ordered formal Yearbook/senior portraits?**

All OPHS students, including seniors, must have a photo taken at Registration for the OPHS Student ID Card (we cannot use formal Yearbook portraits on the ID Cards). Student ID Cards are issued at Registration. There is no charge for the OPHS Student ID Card photo.

### **Is a grade level supply list available?**

**No.** Each OPHS teacher will tell students if any specific items are needed for the class when school begins. If you're back-to-school shopping before school begins, we recommend the basics: plenty of college-ruled 8.5x11 binder paper, a sturdy backpack or book bag, pens, #2 pencils, spiral notebook(s), and one or more binders.

### **My student has to attend Fall Sports Clearance. Can we do that during Registration?**

**No.** Athletic Sports Clearance for fall athletes will be held on Friday, August 3rd. Please refer to the Athletics section of the OPHS website for the clearance schedule and forms, or click on this link: <http://www.oakparkusd.org/Page/1014> (Please check back later if the page has not been updated yet.)

### **Do I need to buy an Athletic Pass for my OPHS student on the Student Store Fees form?**

**No. Purchase an ASB Card** (activity sticker) for your student. An ASB Card entitles your student to attend regular season home athletic games at no charge. The **Athletic Passes** available for sale on the Student Store Fees form are **for adults only** (one pass, per adult, per sport listed please). By purchasing a pass (Football, Girls Volleyball, Girls' Basketball, or Boys' Basketball) adults can save typically 15-20% off regular season admission. The pass is good for all regular season home games for the sport listed, but is NOT valid at Away, CIF, or Tournament games. These passes are not affiliated with parent Athletic Booster Club memberships. Passes will be given to your student during Registration when fees are paid.

### **What are the requirements for P.E. clothes?**

All students taking P.E. 1 are required to wear the new P.E. uniform, gray shirt and black shorts. The uniform can be purchased during registration on the Web Store or at the Student Store. Students taking a P.E. elective can wear any OPHS apparel, which is available only at the Student Store.

### **What else is going on at Registration?**

- Students may pick up a complimentary Class Shirt from the ASB Table if you are a new to the district student or incoming Freshmen. If you lost your Class Shirt, you can buy one for \$5.00.
- ASB will be selling Community Discount Cards for \$10! Great Deal!
- OPHS Spirit gear will be available for purchase from both ASB and Athletic Booster Club.
- Students can sign up for the ComedySportz team.

## **Books: Lost Textbooks, Reading Books for Sale & More**

### **What does a student do if he or she receives a *Lost or Damaged Textbook Notice* call this summer?**

★ **TEXTBOOK PROCEDURE:** Students who received a phone message that he/she has one or more Lost or Damaged Textbooks must pay their textbook replacement fee at the student store before they can register. **Important: No late/lost/found books will be accepted from students at Registration because new books will have already been purchased.** Students will be required to pay the fee. Please come prepared to stand in a line and **to pay fees due.** ALLOW ONE EXTRA HOUR FOR RESOLVING YOUR LOST TEXTBOOK ISSUE. (Parents, if you can't be there, consider sending either cash or a partially completed blank check for your

student to fill out. **Checks or cash only please, credit cards will NOT be accepted for lost textbook fees.**) After your student has resolved the textbook issue and paid any fees due at the Student Store, he/she may then begin the Registration process in **The Pavilion**.

### **When do students pick up new textbooks?**

**Textbooks will be issued during registration at the college and career center.** A student will need to present his/her Student ID Card (or temporary ID Card) and class list in order to receive his/her books. These textbooks are to be returned to OPHS at the end of the year (or semester) in their original condition. Textbooks not returned or returned in damaged condition will be subject to fines and other penalties.

### **Can I buy copies of the required reading novels for English classes?**

**Yes.** Required reading novels will be available for purchase during registration only. At registration, look for PFA table with the English class novels where you'll find all OPHS titles for CP, Honors, AP, and the Seniors-only English courses. Perfect for those who like to own personal copies of these books. (Note: students are not required to purchase these books; the school will lend copies to students.)

### **What is the difference between an OPHS-issued textbook and a required reading novel for English Class?**

Textbooks and reading novels ISSUED by OPHS are school copies that are assigned and loaned to your student and must be returned to school at the end of the semester or year in their original condition. Fees will be charged for lost or damaged textbooks. Students may also choose to buy personal copies of the novels that are a part of the required reading for CP, Honors, AP, and the Seniors-only English courses. Personal copies of novels are ideal if your student likes to use a highlighter or make notes on the pages.

## **Locks**

**Note: If you do not have a black dial OPHS issued lock in your possession, you will NOT be issued a locker.**

### **Do I have to purchase a new lock? I have a lock from last year.**

**NO.** Students may use a school issued black dial lock from last year. Black Dial Locks are available for purchase during Registration for \$5.00 if you do not already have one.

### **What lock do I use for a P.E. locker?**

All P.E. students must use a school-approved lock on his/her P.E. locker. This must be a separate lock from the lock on the book locker.

### **My student frequently forgets his/her lock combination.**

#### **Is the combination kept on file?**

**No.** No combinations are kept on file. We encourage students to program the combination into his/her cell phone or PDA as a backup. In the event that the student forgets his or her combination, the lock may be cut off in order to open the locker and the student may purchase a new lock from the Student Store for \$5 or bring an OPHS approved lock from home.

## **Off Campus Lunch Passes**

### **Can my junior student get an Off Campus Lunch Privilege Pass?**

**No.** Off Campus Lunch Passes are issued to seniors only.



## How does my senior apply for an Off Campus Lunch Privilege Pass?

A Senior who wishes to leave campus during lunch must complete the Off Campus Lunch Privilege Pass application, found within the **All Seniors – Additional Required Forms** section of the Registration materials, and present his or her 2018-19 student ID Card for processing.

- **A parent or legal guardian of the Senior student must sign the application**, even if the student is 18 years of age. There will be No Exceptions.
- If OPHS determines that the parent/guardian signature is forged, there are consequences as outlined in the document.
- A parent/guardian signature assumes full understanding of all statements and liability issues outlined on that same document.
- OPHS does check the cars leaving the parking lot at lunchtime and only seniors with passes are allowed to leave campus. Seniors without a pass will be required to return to campus.

## IMPORTANT NOTE FOR SENIORS UNABLE TO ATTEND REGISTRATION:

- A new 2018-19 OPHS Student ID Card **is required** in order to receive an Off Campus Lunch Privilege Pass.
- Seniors who miss Registration will have to take his/her Student ID Card photo on **Tuesday, August 7<sup>th</sup>**, during school hours and will most likely be UNABLE to leave campus at lunch on the first day of school. Plan ahead and bring a lunch or buy lunch from the cafeteria that day. A school lunch costs \$4.50.
- Once the Senior student receives the new 2018-19 Student ID Card, he/she will then have to take the ID Card AND completed/signed Off Campus Lunch Privilege Pass application to the Main Office during office hours to complete the process before he/she will be allowed to go off campus for lunch.

## OPHS Parking Permits

### What happens if my student forgets to bring a photocopy of their California Driver License with the parking permit application?

Students without a photocopy of his/her California Driver License will not be issued a Parking Permit. OPHS will be unable to provide any copying service at Registration, so **please make your copy before coming to Registration. A print out of a scanned license is acceptable.** This reminder will be clearly stated on the Parking Permit form. **Is a Drivers Permit acceptable?**

**No.** We cannot issue a Parking Permit to a student holding a Drivers Permit. Students may purchase a Parking Permit later in the year once they receive his/her official California Driver License.

### Are Parking Permits issued to sophomores?

**No.** Only juniors and seniors are eligible to purchase a Parking Permit. Street parking is available on the Calle Rio Vista cul-de-sac and along Oak Hills Drive for students without Parking Permits.

## Questions

Send your general questions about Registration in an email to a parent volunteer at [andreashapiro18@gmail.com](mailto:andreashapiro18@gmail.com).

Out of district or new student enrollment questions should be directed to Ms. Kim Randall, Registrar, in the OPHS Office at 818-735-3310. The OPHS Office will reopen on July 16th. Or please check the OPUSD website for information at [www.oakparkusd.org](http://www.oakparkusd.org).

