

2019-2020 OPHS Registration Station and Process Overview:

☐ **Station 1– Pavilion: Begin Registration here. Turn in:**

Health history form from Parent Connect re-enrollment Pay Book Fine Fees, if due.

• **Student ID Card photos** All Students must take ID card photo - including seniors. New 2019-20 Student ID Card will be made on the spot. Order student photo package at same time - see pricing on "OPHS Student Photo Order" form 17.

• **Pay Book Fine Fees.** If your student lost or damaged a book(s) during the 2018-19 school year, your student will need to pay the book fine first, before being able to continue with the Registration process. Fine can be paid by check, payable to OPUSD or cash. Once book fine has been cleared, student will proceed to have his/her Student ID Card phototaken.

☐ **Station 2– Pavilion- Turn in OPUSD Parent Connect Re-Enrollment Review page, Code of Conduct and Acknowledgement of Receivership form 1 (2 pages completed and signed) in order to receive class schedule and continue through registration.**

OPHS TEXTBOOK CONTRACT - Mandatory, sign, print and return with signatures Station 2.

* **Students who do not have all forms completed accurately will not be allowed to proceed and will not receive their class schedule, etc. Lines at this station will be alphabetized by last name.

☐ **Station 3 – Pavilion - PFA and all other parent booster groups, ASB Community Discount Cards**, pick up your Class T-shirts Free for Freshman & New Students, Returning Students - \$5 if you need to purchase one.

• **English class novels for sale.** Purchase your own personal copy of English class novels

• **Turn in PFA form 4,5, & 6** at the PFA table.

• **Turn in Parent Booster Membership forms 11-14-** Athletic Booster Club, Choir Booster, Instrumental Music Booster, OPPAA, and Friends of Oak Park Schools.

• **Cafeteria Meal Purchase- form 15. Oak Park Education Foundation-Form 20.**

☐ **Station 4 – Pavilion – Senior Table** for Seniors only! (Monday, July 29th only)

• **Turn in form 9** - all required Senior forms; receive Off Campus Lunch Pass when turning in completed application (new 2019-20 ID card required).

• **Turn in Grad Night 2020 form 10** – take advantage of the lowest Grad Night ticket purchase price (offered for a limited time only!) and turn in signed Agreement page. Event sponsorships welcome!

Look for these additional tables/activities inside the Pavilion:

OPHS Web Store Online Purchases: Turn in form 2 WITH Online Payment Receipt. If you paid your Student Store Fees online, turn in paperwork here in the pavilion and pick up your items purchased on form 2 and skip the long line outside at the Student Store/Station 5 (it's for people paying by check or cash!).

☐ **Station 5– Student Store- Turn in Form 2 if paying by check or cash ONLY**, pick up items purchased and turn in **form 3 (parking permit application)**. (If you paid fees online, skip the long lines and go to the table in the Pavilion instead!)

☐ **Station 6 – P.E. Clothes pick up - Room C8. Pick up** PE Clothes purchased on form 2 (must show your receipt from the Student Store or your Online Payment Receipt).

☐ **Station 7 – Book Locker Assignment;**

Students will not be assigned lockers in advance! Lockers will be assigned on site at the locker bays by parent volunteers on a first come first serve basis. **NOTE:** Lockers will only be assigned to students who have **a lock in hand, as well as their 2019-20 Student ID and schedule.** No lockers will be reserved or assigned to any student who does not have a lock and their 2019-2020 ID in their possession, so please remember to bring your lock! Locks are available for purchase for \$5.00 through the Student Store if you do not have one, and also for \$5.00 cash the week of registration (if you do not already have one). **Tip: Students should program their locker combination into their cell phone. The school does not keep a record of lock combinations.** 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.**

☐ **Station 8 - Schedule Changes Room C-10:** See administrative personnel to get approval to set an appointment with OPHS counselors to make changes to your schedule.

☐ **Station 9 – Pick up Textbooks - College and Career Center Room C-6:**

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.

☐ **Station 10 – Chromebook Distribution (Chromebook Support Center – Gym Foyer**

Leased and borrowed Chromebooks will be issued during registration from the Chromebook Support Center window (Gym Foyer). All students will need to present their **Student ID Card** (or temporary ID Card) **and verification (print/digital) of completed 1-to-1 Program Form A and Form B (if leasing)** located on ParentSquare. Any student without proper verification of completed Form A and Form B (if leasing) will not be issued a Chromebook (this includes seniors borrowing devices for the 2019-20 school year).