

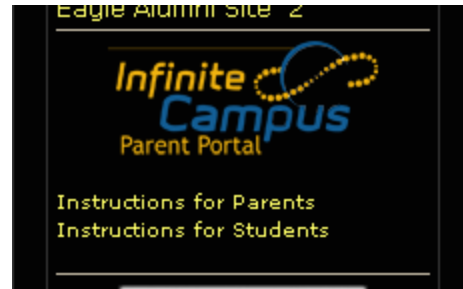
August Registration Online Directions:

The following steps need to be completed prior to attending registration on Wednesday, August 4th. Completion of these steps will streamline the amount of time it takes you to complete the necessary stations.

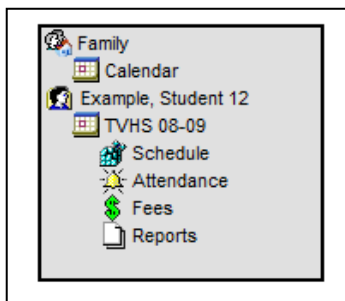
Station 1–Bookkeeping Steps:

Please read all directions, you may want to print these out.

- 1) Go back to the home page of tvhseagles.org
- 2) Click open the link to **Infinite Campus parent portal**
- 3) Follow direction to open Campus Portal
 - a) If you do not have a portal account please call TVHS counseling department at 613-7916 to receive your activation key.
 - b) If you have problems opening your account call the help desk at 613-5102



Infinite Campus, Parent Portal account will allow you the tools to help your child be successful; Assignments due, Attendance, Student schedules, Report cards, Email teacher, Student invoice.



4.) Once you have your portal account open, on the left hand side of the page you will see your student's name. Under TVHS you will see a tab for **Fees**, open this. You can print this screen although there will be an Invoice copy provided for you at registration. We just want you to be aware of current fees prior to registration.

Payment for student fees is required at registration. Please note your invoice is subject to change due to schedule changes made after registration. You may include a purchase of any of the following; **Athletic pass (\$30.00)-needs to be purchased prior to picture station to be embossed on student photo ID**, Yearbooks (\$65.00 until January 4th) can be paid for at the bookkeeping station prior to having picture taken.

A separate check will be needed to purchase a picture package from LifeTouch.
ALL students will be **required** to take a picture for their school ID at no charge.

Station 2 – Lifetouch Photography Steps:

Open the **Lifetouch Photographers Online Options Flyer** to determine which package you will purchase for your student. You may go to the Lifetouch website and place your order by following the instructions, or you may use the paper flyer being mailed to your home in July. There will also be flyers available at registration.

Pictures taken on August 4 will be available for purchase and will be used for yearbook and student ID cards. Seniors must be photographed for their ID card and will be given the option to have their senior picture submitted for the yearbook.

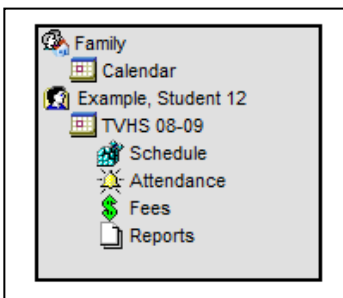
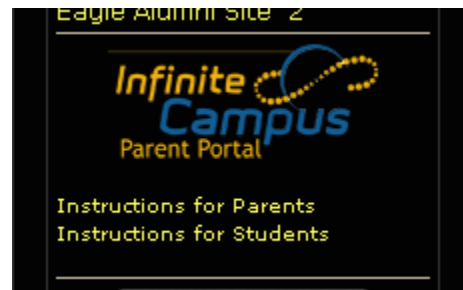
Station 3 – Health Office update Steps:


Requirements each student needs for the health office, due the day of registration.

1. Print **Health Questionnaire** and **immunization requirements**.
2. Fill out health questionnaire.
3. Check to see if you have all immunization requirements up to date.
4. Get any immunizations needed before school starts.
5. Bring health questionnaire and record of immunization to health office the day of registration.
6. Everyone must stop by health office to get checked off. Thank you.

Station 4 – Counseling/Information update Steps:

1. Print out the **Family Demographic Information Form- For returning students**.
2. Return to the home page of tvhseagles.org
3. Click open the link to **Infinite Campus parent portal**
4. Follow direction to open Campus Portal
 - c) If you do not have a portal account please call TVHS counseling department at 613-7916 to receive your activation key.
 - d) If you have problems opening your account call the help desk at 613-5102.



- 5) Once you have your portal account open, on the left hand side of the page you will see a tab for  Family , open the family tab. This will take you to your **Family Demographic Information**
- 6) Complete and return the **Family Demographic Information Form-For returning students** to the counseling office on registration day. Please verify and update all information. It is extremely important that all information is current.

7. 9th Graders only: Read and familiarize yourself with the **Internet agreement** and the associated expectations. Parents and students will be expected to sign and return the **internet agreement** at Registration.

Station 5 – Policy and Procedure station Steps:

Suggestions for completion prior to attending August 4th Registration.

1. Read and familiarize yourself with the **Sample Attendance Contract** and the associated expectations. Parents and students will be expected to sign the yellow copy of their attendance contract at Registration. This will be included in your registration packet you will receive at Station One: Bookkeeping.
2. Read and familiarize yourself with the **Thompson R2-J Discipline Code Book**. **There is not a need to print this document. You will be given a copy at registration.** Parents will be expected to sign the **Discipline Code Review Verification Form**, found on page 53 of the Discipline Code Book.
3. Everyone must stop by Policy and Procedure station to get checked off. Thank you.

Station A – Locker station steps:

Freshman and sophomore student lockers have been pre-assigned and will print on the schedule effective August 4th. 9th and 10th graders do NOT have to stop at Station A. Junior and Senior lockers are available by request.

Station B – Cafeteria:

Parent can set up a lunch account for their student.

Station C – Athletics:

Athletic Packet must be filled out entirely. Payment of \$125.00 must be with registration. Registration begins August 4th, and will go until the beginning of fall sports which will be August 9th for golf and August 16th for all other fall sports.

Station D – Student Council:

Student can communicate with student council members. Freshmen please take advantage of your first opportunity to get involved in TVHS activities with your participation in the **Freshman Lock-IN** to be held on Saturday, August 14th. Open, print and fill out the **summer flyer for freshman lock-in '10**. Return to student council on Wednesday, August 5th.

SAAC Letter: Parent please read the **SAAC Parent Letter 2010**.