

Clague Middle School Registration 2019

7th Grade

Wednesday, Aug. 21

A-G 8:30 – 9:30 AM
H-O 9:30 – 10:30 AM
P-Z 10:30 – 11:30 AM
Doors close at 11:30

8th Grade

Wednesday, Aug. 21

A-G 1:00 – 2:00 PM
H-O 2:00 – 3:00 PM
P-Z 3:00 – 4:00 PM
Doors close at 4:00 PM

6th Grade

Thursday, Aug. 22

A-D 8:30 – 9:00 AM
E-H 9:00 – 9:30
I-L 9:30 – 10:00
M-R 10:00 – 10:30
S-Z 10:30 – 11:00
Doors close at 11:00

**MAKE-UP Registration for ALL grades is on Thursday, AUGUST 22 from 12:30 – 3:00 pm
Please enter through the main front door.*

I. Items required to BRING with you: INFOSNAP verification:

- You must verify that you have completed AAPS' infosnap questionnaire.
- You will not be able to get your student's schedule without infosnap verification.

To FIND your Infosnap link/code:

- Search your email (and spam) for an email from backtoschool@a2schools.org that was likely sent in May with the secure "snapcode" for your student and link to complete the pre-registration information for the 2019-20 school year.
- You can print the submission page, or show the verification email you receive upon submission.
Verification and submission on your phone screen will work just fine.
- **If you have not completed infosnap by registration**, you will need to use the school's computer lab to log in, complete it, and then print the verification page.
- **If you have completed infosnap, but cannot find/show verification**, you will need to use the school computer lab to log in and print verification.

II. Items required to be completed AT registration:

Family Emergency Plan Form (how your student is to get home in a sudden school closing)

Registration Check-Out Form: This helps guide you through the process and insures you have completed registration and are cleared to get your student's locker assignment and schedule.

School Pictures:

- ALL students will have a picture taken for the Clague Yearbook (required, NO charge). Pictures will also be used for student ID.
- Optional school pictures are available to purchase online. You will receive an email from HR Imaging

(school photographers) with more information for online ordering. Paper order forms will also be available at registration. Checks accepted on site. If your student misses registration day, there is a make-up picture day on Thursday October, 10th in the AM.

Stations and Check-out: Spirit wear, Planners, PTSO dues, Clubs and Athletics. **One Stop Payment.** Please bring a credit card or check to complete all payments and dues in a single transaction.

NEW THIS YEAR - YEARBOOKS WILL BE PURCHASED ONLINE !!

III. Some items may be completed online prior to registration:

- Go to the ***Clague website registration*** page for important information and forms:
<https://www.a2schools.org/domain/1311>
- **NEW this year: Online Registration Check Out:**
 - Some forms (parent emergency form, PTO dues, spirit wear) are available online and can be filled out and paid for prior to registration at the Clague site and ***brought with you the day of.***
 - Print your receipts OR show your receipts on your phone.
 - Then take advantage of the PREPAID LINE the day of registration
 - **Go to:** <https://squareup.com/store/clague-middle-school-ptso> (also linked from the Clague website)
 - Please note that we have added a 2.9% Square Fee charge to cover our costs. It will show up as "Tax" at check out.
- **To pre-order & pay for spirit wear online:**
 - Include your student's name and grade in the "additional notes" section on the checkout page.
 - If you are customizing a spirit wear item, please include that as well.
 - A receipt will be emailed to you. **Print out that receipt OR show your receipts on your phone**
 - **You will need to turn in a paper form with proof of payment on registration day and initial the checkout sheet. All Spirit Wear orders (online or in person) MUST have a paper order form handed in at checkout**