

SCHOOL DISTRICT OF HORICON

Home of the Marshmen

August 1, 2019

GREETINGS HORICON SCHOOL DISTRICT FAMILIES!

With the end of summer rapidly approaching, anticipation and excitement for a new school year begins. The School District of Horicon is pleased to continue with our streamlined online registration process allowing you to complete the majority of that process online. In this mailing you will find:

1. This Introduction Letter
2. Fee Invoice
3. E-Funds for School Information (if you would prefer to pay fees online)
4. Direct Certification Letter (if applicable)

In order to access online registration, you will need your parent portal username and password. As you have received this letter, you already do have a parent portal account set up. To access your account:

PLEASE SEE THE SCHOOL WEBSITE (www.horicon.k12.wi.us)
Top Right Hand Corner ▶ Click on PowerSchool ▶ Student and Parent Sign In
YOU ARE NOW AT THE PARENT PORTAL

IMPORTANT NOTE: As part of the online registration process, you, as a parent/guardian, will again be granting permission for your student to access District technology resources (computer/internet access). If you do not submit online registration, your student will NOT have this permission and will not be able to use a computer or the internet in school. Please complete online registration at your earliest convenience so as to not interrupt your child's access to these important teaching resources.

If you do not remember your Username and/or Password, please contact either school at the numbers listed below. They can inform you of your Username and/or do a Password reset in order for you to regain access. Once you are in the Parent Portal, please scroll to the bottom of the left hand Navigation Menu to "PowerSchool Registration". This will direct you to the "Annual Student Registration" form. Fill out the necessary fields, changing any information that may be incorrect. At the bottom of the online form you will find five attached forms (listed below). Please print and return these forms to the appropriate school. Be sure to hit submit once completed.

1. Free/Reduced Meal Application Form
2. Family Census Form – please print and return (only one form per family is necessary)
3. Voluntary Student Accident Insurance Coverage – please print and return bottom portion if you are waiving this option.
4. School Bus Registration – Any potential bus student(s) are REQUIRED to complete this form. Please note that there will be pick-up points in Horicon again this year. Please fill out the form if you are interested in this service.
5. Additional Information – Any of the forms or links listed on this page can be found on the Home Page, under "Quick Links – POWERSCHOOL ONLINE REGISTRATION".

For your convenience: Please note that any paper forms, including the above list, are also available at either school office.

*****PLEASE NOTE LOCATION CHANGE FOR REGISTRATION DAYS*****

If you have any questions or need help with the online registration process, and/or would like to pay fees at school, please come to the **Van Brunt School** on Tuesday, August 13 or Wednesday, August 21 from noon to 7:00 p.m. Staff will be there to accept payments and/or assist you in the online registration process.

We hope you find the online registration process beneficial. If you have any questions, please feel free to contact either school at the numbers listed below or myself, at 920-485-2898 extension 247. We will be happy to assist you. Enjoy the rest of your summer!

Sincerely,

Shelley Neitzel
Student Registrar