

SCHOOL DISTRICT OF HORICON

Home of the Marshmen

July 24, 2023

WELCOME BACK! REGISTRATION INFORMATION

In this mailing you will find:

1. Registration Information
2. Fee Invoice (if applicable)
3. E-Funds for School Information (if you would prefer to pay fees online)
4. Bus Transportation Form – **REQUIRED IF YOUR CHILD IS RIDING ANY BUS (New or Existing Student)**

IMPORTANT: As part of the online registration process, you, as a parent/guardian, will 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 as soon as possible!

To access online registration, you will need your PowerSchool Parent Portal username (**NEW THIS YEAR!** Your username is your email address associated with your PowerSchool Account) and password.

To access your account:

PLEASE SEE THE SCHOOL WEBSITE (www.horicon.k12.wi.us)

Top Row/Families in the drop-down click on Student Annual Registration

If you do not remember your Username (Email associated with PowerSchool Account) and/or Password, contact us at the District Office (phone number at bottom of the page). We can inform you of your Username and/or do a Password reset for you.

Once you are in the Parent Portal, scroll to the word “Forms” on the Navigation Bar on the left. Click on the “Enrollment Forms” tab and then the first form “Student Address”. On **Form B** where Student Contacts are listed, one parent will be designated as “Guardian”. Please **DO NOT** delete this entry as it is necessary for Wisconsin State reporting purposes. On the Forms, the “X” will delete information and the pencil will allow you to edit information. Fill out all the necessary information on each form, being sure to **click the blue “SUBMIT” button** at the bottom right of every form. On **Forms G & I Please make sure you hit ‘ADD ROW’**. If you have multiple children, you will need to fill out all forms for each student. The children’s names will be tabbed at the very top.

With the use of our text messaging system, be sure to include a cell phone number in your contact information so that you will receive school cancellations/delays or emergency information via text.

SCHOOL BUS REGISTRATION

For planning purposes, we are requiring the Bus Registration form be returned to school **NO LATER THAN AUGUST 16, 2023**. The bus company requires this information to plan the safest routes and procedures for all students.

Please remember that if your child is expecting to ride the bus, the Bus Registration Form is **REQUIRED EVERY YEAR – IF YOUR CHILD RODE THE BUS LAST YEAR, THEY WOULD NEED A COMPLETED FORM TO RIDE THIS YEAR!**

****THERE WILL BE NO IN TOWN BUSSING PROVIDED THIS YEAR****

(Turn over for page 2)

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DISTRICT OFFICE
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HORICON, WI 53032
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HORICON MIDDLE/HIGH SCHOOL
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CO-CURRICULAR INFORMATION

Middle and high school students have many options for participation in co-curricular activities and sports. Co-curricular participation requires the completion of several forms, and these are now found within the Parent Portal.

When you complete online registration for a middle or high school student, you will see the following forms, each of which is required only if your student is participating in middle or high school sports or other co-curricular activities:

- ✓ Co-Curricular Registration
- ✓ Co-Curricular Waiver and Acknowledgments
- ✓ Co-Curricular Emergency Information

Two additional requirements for co-curricular participation are:

1. A sports physical or alternate year athletic permission card – Stop in or call the MS/HS Office to get a copy of the card needed for your student.
2. Attendance at the Co-Curricular Code Meeting – the Fall Code Meeting is on Monday July 31st at 6 PM in the Horicon Elementary Gym.

Questions regarding co-curricular participation can be directed to District Activities Director Mike LeBouton:
mlebouton@horicon.k12.wi.us

REGISTRATION DAYS INFORMATION

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 Horicon School District Commons on Tuesday, August 8, 2023 from Noon to 7:00 PM. Staff will be there to accept payments and/or assist you in the online registration process.

MARK YOUR CALENDARS -OPEN HOUSE-

Please join us on Wednesday, August 30, 2023, from 5-7 PM for our annual Open House and Student Orientation. Have your child(ren) bring in their school supplies and meet their teacher(s). We ask that you attend during the following assigned times:

5-5:30 PM Parent last names starting with A-F

5:30-6 PM Parent last names starting with G-K

6-6:30 PM Parent last names starting with L-R

6:30-7 PM Parent last names starting with S-Z

If you have any questions, please feel free to contact us at 920-485-2898. We will be happy to assist you. Enjoy the rest of your summer!

Sincerely,
School District of Horicon
Office Staff