

# MILLCREEK JUNIOR HIGH

## FEE PAYMENT AND FINAL REGISTRATION INSTRUCTIONS

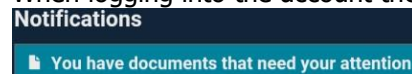
Final registration and fee payment options are now available online. Please follow the instructions below to complete the registration process. Final registration must be completed by **Friday, August 9**. You will need to have a my.DSD guardian account. If you do not have a my.DSD guardian account, click here: ([Guardian Account Setup](#)) for instructions to set one up. For Spanish, change the language in upper right-hand corner.

There are **5** steps to complete the registration process:

1. Electronically sign all forms in my.DSD
2. Pay registration fees in my.DSD  
If a special consideration of a locker assignment is needed, please fill out this [form](#)
3. Locker assignments can be seen on student schedules.
4. Access schedule and assigned locker in my.DSD after Wednesday, August 7 after 5:00 pm.
5. Read the "Additional Information" below.

### Step 1 - Electronically Sign ALL Forms in my.DSD

Parents and students must log on to my.DSD to read and electronically sign all required documents. When logging into the account the following message will appear:



Click on this message. After reading each document, click on  at the bottom of the page.

For additional information on school policies and procedures please refer to the [student handbook](#).

### Step 2 - Pay Registration Fees

While logged onto the my.DSD guardian account, pay registration fees by following the steps below:

- "Payments"
  - "Pay for Fees/Lunch"
  - "Fees/Fines Owed" – This will list the required registration fees for your student. **These fees must be paid before schedule can be viewed.** Please click to add the fee to the shopping cart. You will be invoiced for individual class fees the second week of school.
  - "Optional Fees" - Please add any additional items to your shopping cart.
    - A parent donation is available and is suggested in lieu of a school-sponsored fundraiser.
    - The P.E. uniform is NOT required. For your convenience, you may pay for the P.E. clothing and then pick it up in your P.E. class.
    - If students are interested in a yearbook, it must be purchased by December 1<sup>st</sup> or there will be an additional \$5 late fee.
    - Please consider signing up as a member of the PTA (\$5).

Check out - When all fees have been loaded to the shopping cart click on "Checkout" to make payment.

On Wednesday, August 7, after 5:00 pm, you can view your student's schedule on my.DSD, if all registration fees have been paid.

**Fee Waiver** - An application must be submitted, along with supporting documents, to the office no later than Wednesday, August 7th. Fee Waiver forms are available online ([English Spanish](#)) or in the main office. Students applying for a fee waiver will not be able to see their schedule online until their application has been processed. Please see the following [link](#) for more information.

**Lunch Payment/Free/Reduced Lunch** – Click here for information on paying for school lunch or applying for Free or Reduced Lunch ([English Spanish](#)). Please see this [link](#) which outlines the Davis District meal charges policy.

### Step 3 – View Schedule and Locker Assignment

When all of the above steps have been completed, schedules and locker assignments will be available through my.DSD on **Wednesday, August 7, after 5:00 pm.**

- To see student schedules, click on "Academics" and then "Schedule" in my.DSD. To see the assigned locker, click on "Academics" and then "Reports".
- As a reminder, with the implementation of a block schedule, periods 1 - 4 will be A-day classes while periods 5 - 8 will be B-day classes. RAP (10<sup>th</sup> period) is held Monday-Thursday at the end of the day.
- On Monday, August 12, from 8:00 am - 1:00 pm students are invited to come to the school to try their lockers and find their classrooms. Staff will be available to answer any questions.
- **Fees must be paid in order to view schedules.**

**Schedule & Counselor Information** – Please be aware that great efforts were made to give students all of the classes they requested. In some circumstances, students were given alternate classes as a result of conflicts due to when classes were taught or limited space. Please note the following:

Schedule changes, for reasons other than not having eight scheduled classes or having a duplicate class, will result in a \$10.00 fee that can be paid with cash, check, or online. If students need to change their schedule, please follow either of the options below:

1. Schedule Change Form - Complete a [Schedule Change Request Form](#) and turn it into the Counseling Center with your \$10.00 payment attached. Counselors will begin to look at schedule changes beginning Thursday August 8th. OR
2. Schedule an appointment – Beginning July 30<sup>th</sup> appointments may be scheduled with a counselor through my.DSD. Appointments will be available on Thursday, August 8, Friday, August 9, Monday, August 12, Tuesday, August 13, Wednesday, August 14, and Monday, August 19. There is still a \$10.00 charge. These appointments are **optional**. You will receive a notification through your my.DSD account that you have an appointment to schedule, but you **ONLY** need to schedule an appointment if you need a class change. To schedule an appointment through the my.DSD guardian account, follow the path below:
  - "Tools"
  - "Appointments" – times may then be selected to meet with a counselor

### Additional Information

**PTA Membership - Volunteering** - Please consider signing up as a member of the Millcreek Junior High School PTA (\$5). The PTA promotes the welfare of students and the funds are used to support programs that will help that purpose. Some of the programs supported by the PTA include Back-to-School Bash, Reflections Contest, Red and White Ribbon Week, PAL, Student of the Month Breakfast and more. Volunteer with the PTA by filling out the [PTA Volunteer Opportunities Survey](#) or download the [PTA Volunteer Opportunities Form](#) and send the completed form to the main office.

**Bus Information** – To see if a student qualifies for school busing, please go to the student's my.DSD account and follow the path below:

- Tools
- Bus Transportation Info

This information may not be available from the District until a few days before school starts. Please be aware that Millcreek Junior High will not be providing Space Available Bus Passes. Only students who are within the busing boundaries will be allowed to ride the bus.

**Optional Student Insurance** – Davis School District has selected the Student Accident Insurance Plan from K & K Insurance to make reliable coverage available to parents. Coverage may be purchased at any time during the school year. Click [K-12 Voluntary Student Accident Insurance](#) for more information.

**Calendar of Events** - Be sure to visit the Millcreek Junior High School Calendar found on the school's homepage for important dates and times of events ([Millcreek Jr. Homepage](#)).

**Back to School Bash** - The PTA's Back to School Bash will be **Monday, August 12, from 12:30 pm - 1:30 pm.**

**New to Millcreek Q & A – Thursday, August 15, from 5:00 to 5:30 pm in the library.**

This is an optional opportunity to meet with the counselors and principal to learn general information, review FAQ's, and have your questions answered about Millcreek Junior High.

**Math Meeting- Thursday, August 15, from 5:30- 6:00 pm in Room 215, L. Butler's Rm**

The math department will be making a short presentation that will include 1) an outline of the major curriculum focuses in each grade level and the path to mastery for all students to achieve their individual learning goals; 2) an explanation of standards-based grading practices and a clarification of why the MJH math department does not use averages; 3) tips on how students can get extra help. Useful handouts will be available.

**Back to School Night** – Back to School Night will be **Thursday, August 15, from 6:00 - 7:30 pm.** Please go straight to the student's first period class, where we will begin promptly at 6:00 pm. Student and parents will then rotate through and visit every teacher by assigned period.

Parking is limited, so please plan accordingly.

**First Day of School** - School will begin **Tuesday, August 20,** with the tardy bell ringing at 8:10 am. School will end at 2:55 pm.