

# SUNSET JUNIOR HIGH

## FEE PAYMENT, FINAL REGISTRATION & IMPORTANT DATES INSTRUCTIONS

Registration and fee payment options are now available online. Please follow the instructions below to complete the registration process. Registration begins **Monday, July 20** and must be completed by **Friday, August 7**. You will need to have a my.DSD guardian account. If you do not have a my.DSD guardian account, click [here](#) for instructions to set one up.

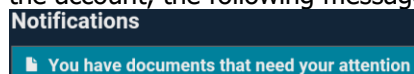
There are 4 steps to complete the registration process:

1. Electronically sign all forms in my.DSD
2. Pay registration fees in my.DSD or return fee waiver with qualifying paperwork attached.
3. Access schedule in my.DSD Friday, August 14, at 5:00 P.M.
4. Print off, update, and return Student Information Form in my.DSD under Academics>Reports>Student Information Form.

Please 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. After logging into the account, the following message will appear:



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

### 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. Please click to add the fee to the shopping cart. Please note: 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 purchasing a yearbook, it must be purchased by November 1<sup>st</sup> or there will be an additional \$5 late fee.
    - Please consider signing up as a member of the PTA (\$6).

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

**Fee Waiver** – If applying for a Fee Waiver, an application must be submitted, along with supporting documents, to the office no later than Friday, August 7th. Fee Waiver forms are available online ([English](#) [Spanish](#)) or in the main office. Please see the following link for more information ([English](#) [Spanish](#)).

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

**Sponsor a Student** – Looking to save money on your student's basic registration fees??? Sunset Junior High is looking for individuals or companies who would like to sponsor a student while at the same time helping to strengthen the academic programs at SJH. Please see the [link](#) for more information.

### Step #3 – View Schedule

When all the above steps have been completed, schedules will be available through my.DSD on **Friday, August 7, at 5:00 pm.**

- To see student schedules, click on "Academics" and then "Schedule" in my.DSD.
- As a reminder, 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.

**Schedule & Counselor Information** – Enrollment for new students will be held on Tuesday, August 4th and Wednesday, August 5th from 8:00 A.M. — 2:00 P.M. by appointment only. Please call the office at 801-402-6700 to schedule an appointment

Please be aware that great efforts were made to give students the classes they requested. In some circumstances, students were given alternate classes because of conflicts due to when classes were taught or limited space.

Schedule changes, for reasons other than not having eight scheduled classes or having a duplicate class, will result in a \$10.00 fee. 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. If the changes can be made, a \$10.00 fee will be entered on your account that will need to be paid ASAP.
2. Schedule an appointment – Beginning August 7<sup>th</sup> appointments may be scheduled with a counselor through my.DSD for Wednesday, August 12<sup>th</sup> and Thursday, August 13<sup>th</sup>. Everyone 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 your my.DSD guardian account follow the path below:
  - "Tools"
  - "Appointments" – times may then be selected to meet with a counselor.

### Step#4 – Update and Return Student Information Form

Update and Return Student Information Form: Go into my.DSD under Academics>Reports>Student Information Form print off, make any updates, and return the form to the school by email to [sunsetjroffice@dsdmail.net](mailto:sunsetjroffice@dsdmail.net) or by mail to Sunset Junior High, 1610 N. 250 W. Sunset, UT 84015. The Student Information Form may also be completed and returned with your student the first week of school.

### Additional Information

**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
  - "Appointments" – times may then be selected to meet with a counselor.
  - "Bus Transportation Info"

This information may not be available from the District until a few days before school starts. Only students who are within the busing boundaries will be allowed to ride the bus.

**Donations:** Below are 2 easy ways to generate donations for Syracuse Jr., at places you regularly shop.

Smith's

- Go to <https://www.smithsfoodanddrug.com/signin?redirectUrl=/account/update>
- Sign in, or create an account
- Once you are signed in, click on [Inspiring Donations](#) on the left side of the page
- Click in the search box for [Find an Organization](#)
- Type [Sunset Jr.](#) and hit enter or click on [Search](#)
- Click on [Enroll](#) under Sunset Jr. High School
- You are done! A small portion of your purchases at Smith's will be donated to Sunset Jr. High school

Amazon.com

- Go to [Amazon Smile](#)
- Search and select "PTA Utah Congress Sunset Jr PTSA" as the organization you are supporting
- Bookmark [Amazon Smile](#) and make purchases through this link. A portion of every purchase will benefit Sunset Jr. High School

AmazonSmile customers can now support Sunset Junior High in the Amazon shopping app on iOS and Android mobile phones! Simply follow these instructions to turn on AmazonSmile and start generating donations.

1. Open the Amazon Shopping app on your device
2. Go into the main menu of the Amazon Shopping app and tap 'Settings'
3. Tap 'AmazonSmile' and follow the on-screen instructions to complete the process

**Lockers** – We will not be using lockers this year. Backpacks will be allowed in classrooms.

**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 [here](#) for more information.

**PTA Membership - Volunteering** - Please consider signing up as a member of the Sunset Junior High School PTA (\$6). 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, Reflections Contest, Red and White Ribbon Week, etc.

**School Apparel** – Show your Sundevil pride by wearing some school apparel. Click on the [link](#) to order your school spirit shirt.

**Summer Office Hours:** Monday - Friday 8:00 A.M. - 3:00 P.M.

## Calendar Items

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

**New Student Enrollment** – Tuesday, August 4th and Wednesday, August 5th from 8:00 A.M. — 2:00 P.M. by appointment only. This is for students who are new to our school boundaries or coming from a charter or online school and have not already met with the counselors or turned in their paperwork.

**Schedule Change Appointments** - Wednesday, August 12<sup>th</sup> and Thursday, August 13<sup>th</sup> by completing a Schedule Change Form listed above or by scheduling an appointment beginning August 7<sup>th</sup>.

**Sundevil Day** - Will be Monday, August 17 from 9:00 A.M. – 12:00 P.M. Parents are invited to schedule an appointment through my.DSD for their 7<sup>th</sup> graders or students that are new to Sunset, to walk through and find their classrooms. Staff will be available to answer any questions. **Be sure to bring: Your class schedule. School Dress Required.** More information to come.

**Back to School Night** – This will be done virtually. Presentations will be posted online to view at home. More information to come.

**First Day of School** - School will begin Tuesday, August 25, with the tardy bell ringing at 8:10 am. School will end at 2:55 pm.