

# **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.

- ★ Pay your **2023-2024 School Fees** beginning **Tuesday, July 18<sup>th</sup>** and must be completed by **Friday, July 21<sup>st</sup>**. This is done online through [myDSD](#) or in the office (see Online Registration Instructions below). Fees must be paid or a fee waiver/payment plan submitted by July 28<sup>th</sup>.
  - ★ Both parents and students must electronically sign all documents through [myDSD](#). (See Step 3)
  - ★ Schedules will be released on Friday, July 28<sup>th</sup>, after 5 pm.
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## **ONLINE REGISTRATION INSTRUCTIONS**

Please follow the 3 steps below to complete the registration process this school year:

### **Step 1 – Access your Guardian Account**

- Access your Guardian Account through [myDSD](#). If you do not have a Guardian Account, please complete the simple process by following the directions on this link: [myDSD Guardian Account & Setup](#). ([Spanish](#))

### **Step 2 – Pay Fees – Fee Waivers/Payment Plan – Lunch Application**

- **Pay Fees:** Register your student by clicking on the **Payments** tab found on the top of the page on your [myDSD](#) Guardian Account. Select **Pay for Fees/Lunch**, then select **Fees/Fines Owed**, click on the fees to add to your checkout. Please look through the **Optional Fees** tab as well. After paying fees, you may print out a receipt by going to **Payment**, click on **Customer Financial Statement**, and select **Print** option.
- **Optional Fees:**
  - Please note Yearbooks can be purchased through Optional Fees. \* If students are interested in purchasing a yearbook, it must be purchased by December 21<sup>st</sup> or there will be an additional \$5 late fee. Please purchase yearbooks early, we will be announcing the cutoff date to purchase a yearbook during the school year. If you have not purchased one by the cutoff date, you will be unable to purchase one. \*
  - A parent donation is available and is suggested in lieu of 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. The P.E. dress code must be followed if you choose to wear your own clothing.
  - Please consider signing up as a member of the PTA (\$6).
- There are 3 times throughout the school year when you will need to pay fees:
  - ❖ **Registration Fees** – Due July 28, 2023
    - \$10 late fee will be assessed August 28, 2023 on accounts with registration fees still owing.
  - ❖ **First Semester Class Fees** – Due September 23, 2023
  - ❖ **Second Semester Class Fees** – Due February 10, 2024
- **Fee Waiver** – If applying for a Fee Waiver, an application must be submitted, along with supporting documents, to the office no later than **Friday, July 28th**. 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 – Electronically Signed Documents

Both guardians and students must sign multiple documents as part of registration. While logged into your [myDSD](#) account, on the homepage under **Notifications** click on **You have documents that need your attention**. Open each document, read, and click **Accept** at the bottom.

When all the above steps have been completed, schedules will be available through myDSD on **Friday, July 28<sup>th</sup>, after 5:00 pm**.

- To see student schedules, click on **Academics** and then **Schedule** in myDSD.
- As a reminder, periods 1 - 4 will be A-day classes while periods 5 - 8 will be B-day classes. Sundevil Academy (10<sup>th</sup> period) is held Monday, Tuesday, Thursday, and Friday at the end of the day. There will be no Sundevil Academy class on Wednesday.

**Schedule & Counselor Information** – Enrollment for new students (new to our school boundaries, or new to our district) will be held on Tuesday, July 25<sup>th</sup> and Wednesday, July 26<sup>th</sup> from 8 am — 2 pm 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 July 28<sup>th</sup> after schedules are released. Appointments may be scheduled with a counselor through [myDSD](#) for Wednesday, August 2<sup>nd</sup> and Thursday, August 3<sup>rd</sup> from 8 am to 2 pm. Everyone will receive a notification through your [myDSD](#) account that you have an appointment to schedule, but you **ONLY** need to schedule an appointment if you need a class change. A completed Scheduled Change Request form must be filled out before the appointment. To schedule an appointment through your [myDSD](#) Guardian Account, click on **Tools** and then **Appointments**, times may then be selected to meet with a counselor.

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## Additional Information

- **Bus Information** – To see if a student qualifies for school busing, please go to the student's [myDSD](#) account, click on **Tools**, and then **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 Sunset Jr. High, 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 [smile.amazon.com](https://smile.amazon.com)
- \* Search and select "PTA Utah Congress Sunset Jr PTSA" as the organization you are supporting
- \* Bookmark [smile.amazon.com](https://smile.amazon.com), 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.

**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.

**Summer Office Hours:** Monday - Friday 8:00 A.M. - 2:30 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, July 25<sup>th</sup> and Wednesday, July 26<sup>th</sup> from 8 am – 2 pm by appointment only. This is for students who are new to our school

boundaries or coming from a charter, online, or a school out of the district and have not already met with the counselors or turned in their paperwork.

**Sundevil Day** - Will be Monday, August 1<sup>st</sup> from 9 am – 12 pm. All 7<sup>th</sup> graders or new students to Sunset are invited 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.**

**Back to School Night** – Will be Wednesday, August 16<sup>th</sup>, 6 pm– 7:30 pm. Open house style.

**First Day of School** - School will begin Thursday, August 17<sup>th</sup>, with the tardy bell ringing at 8:15 am. School will end at 3 pm.