



# 2022 - 2023 Annual Registration Checklist

Welcome to Registration! We hope you had a relaxing, adventurous summer and are ready to begin the school year with renewed energy. Student registration is an annual process required for **all students** within the Jeffco School District system.

**Dropoff:** All paperwork must be dropped off at FHM in the black drop box at the front entrance. Please ensure that your completed packet has all required items using this handy checklist! Incomplete packets will be declined and the student will be considered “not registered” until all materials are received. Do not fax or email ANY documents to FHM. Retain copies of all documents for your own records. The drop box will be available in front of FHM between 8:00 am – 4:00 pm from August 5<sup>th</sup> – August 15<sup>th</sup>, 2022. Please place all items in a sealed envelope. *Complete a separate Registration Packet for each child.*

**Drop off this completed checklist along with ALL required documents to FHM by 4:00 pm on Monday, August 15<sup>th</sup>.**

**THANK YOU! In partnership, the FHM Admin Team**

Please [visit our website](#) for additional resources. If you have specific questions or cannot access your Infinite Campus Parent Portal, please contact the main office at (303) 982-0275.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

Item	Requirements & Information	Staff Initial
<b>Infinite Campus OLR</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> We strongly urge you to complete this task by August 9<sup>th</sup> so the school has accurate information prior to the first day. This will ensure you receive communications, including your student’s classroom placement.</li> <li><input type="checkbox"/> Log into the Infinite Campus Parent Portal.</li> <li><input type="checkbox"/> Read <a href="#">these helpful tips!</a></li> <li><input type="checkbox"/> Review and update student and family information (including address and contact info).</li> <li><input type="checkbox"/> Review and acknowledge all agreements presented by the district.</li> <li><input type="checkbox"/> Update significant health concerns.</li> </ul>	
<b>Student Fees</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> See the <a href="#">2022-2023 Fee Schedule</a></li> <li><input type="checkbox"/> Make payments via Infinite Campus. The Parent Portal opened on August 1<sup>st</sup> for families to view and pay student fees. <a href="#">Payment FAQs.</a></li> <li><input type="checkbox"/> Fees may also be paid by check or money order, included in your Registration Packet. Write your student’s name and ID on the check.</li> </ul>	
<b>School Lunch</b>  (optional)	<p>Students will have the option of meals prepared through Jeffco Public Schools’ <a href="#">Food and Nutrition Services.</a></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create an account in <a href="#">SchoolCafe</a> to view breakfast and lunch menus and to add funds for a la carte purchased drinks and snacks.</li> </ul>	
<b>Income-Based Benefits</b>  (optional)	<p><b>Free and Reduced Meal “FRL” Application</b></p> <p>REQUIRED for adjusted Student Fees and other income-based benefits. <b>All families are encouraged to apply!</b> Applications are only valid for the school year in which they are completed, beginning August 1<sup>st</sup>. Formerly eligible applicants must reapply to receive benefits.</p>	Financial Secretary will confirm school

