



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 5th – August 15th, 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 15th.

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
Infinite Campus OLR	<ul style="list-style-type: none"> <input type="checkbox"/> We strongly urge you to complete this task by August 9th so the school has accurate information prior to the first day. This will ensure you receive communications, including your student’s classroom placement. <input type="checkbox"/> Log into the Infinite Campus Parent Portal. <input type="checkbox"/> Read these helpful tips! <input type="checkbox"/> Review and update student and family information (including address and contact info). <input type="checkbox"/> Review and acknowledge all agreements presented by the district. <input type="checkbox"/> Update significant health concerns. 	
Student Fees	<ul style="list-style-type: none"> <input type="checkbox"/> See the 2022-2023 Fee Schedule <input type="checkbox"/> Make payments via Infinite Campus. The Parent Portal opened on August 1st for families to view and pay student fees. Payment FAQs. <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. 	
Immunization & Health Records (licensed programs only)	<ul style="list-style-type: none"> <input type="checkbox"/> Read letter(s) regarding school immunizations for Preschool (Español) or K-12 (Español) <input type="checkbox"/> If you have not already, return a copy of one of the following: a physician-signed Record of Immunization or physician-signed Vaccine Exemption <input type="checkbox"/> Submit a physician-signed Annual Statement of Health Form A new Annual Statement of Health must be provided at the start of each school year. 	
School Lunch (optional)	<p>Students will have the option of meals prepared through Jeffco Public Schools’ Food and Nutrition Services.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Create an account in SchoolCafe to view breakfast and lunch menus and to add funds for a la carte purchased drinks and snacks. 	

<p>Income-Based Benefits (optional)</p>	<p>Free and Reduced Meal “FRL” Application</p> <p>REQUIRED for adjusted Student Fees and other income-based benefits. All families are encouraged to apply! Applications are only valid for the school year in which they are completed, beginning August 1st. Formerly eligible applicants must reapply to receive benefits.</p> <ul style="list-style-type: none"> <input type="checkbox"/> FRL Application <ul style="list-style-type: none"> o Create an account in SchoolCafe o Navigate to “Benefits” (left side bar) and click on “Apply” o Follow on-screen directions <p>Child Care Assistant Program (CCAP)</p> <ul style="list-style-type: none"> <input type="checkbox"/> FHM accepts CCAP funding for Preschool and Morning and After Care tuition. Families are required to pay tuition until FHM receives a valid approval letter from CCAP and adjusts the tuition rate accordingly. Visit the CCAP website for more information and to apply. 	<p>Financial Secretary will confirm school based benefits</p> <p>Please do not mark in box - protected info</p>
<p>Condition-Specific Health Forms & Medication (optional)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Print, have completed by a physician, and return the following (if applicable): <ul style="list-style-type: none"> o Medication Agreement Form o Asthma Care Plan o Allergy Care Plan <input type="checkbox"/> Plan to bring medication to the Front Office on your child’s first day of attendance, or email Ariel Himes to set up an appointment at Ariel.Himes@jeffco.k12.co.us. Medication MUST be handed off from caregiver to Health Aide. 	
<p>Classroom Visits (encouraged)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Families and students will have the opportunity to visit their classroom on August 15th. This is a great time to meet your teachers and learn more about classroom expectations. <input type="checkbox"/> Sign up for one 30 minute session. You may sign up for multiple slots if you have multiple students. 	
<p>We are Hiring! (encouraged)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> We are seeking passionate individuals who are excited about Montessori and want to join our wonderful staff! <input type="checkbox"/> If you are interested in filling an available position at FHM, please refer to our Employment web page or reach out to H.R. Specialist, Lisa Kingston. Full time and part time options are available. 	
<p>Check Out</p>	<p>I have reviewed all materials required for FHM 2022-23 School Year Registration. I believe my Registration Packet to be complete. I understand that, should my Registration Packet be missing items, my child’s registration will be considered incomplete, and they may not be able to attend school until all documents are received.</p> <p>My child’s Registration Packet is complete to the best of my knowledge.</p> <hr style="width: 100%;"/> <p style="display: flex; justify-content: space-between;"> Guardian’s Name (Printed) Signature Date </p>	

CONGRATULATIONS! You are almost finished. Final steps: Put completed packet in a sealed envelope and return to FHM.