

June 28, 2017

Dear Parents and Guardians,

Because of our commitment to offer exceptional customer service, **school registration will be online**, alleviating the lines and the wait time of the traditional registration.

Online registration will be available from July 12th until August 11th.

What you will need:

1. A username and password to the Powerschool Parent Portal; instructions on how to **register for the Parent Portal are included with this communication.**
2. Your student's class schedule, which is available in the Powerschool Parent Portal.
3. A debit or credit card to pay any fees or debts accrued from past school years and current school year charges.

The registration process:

Please follow these steps:

- Go to the Flowing Wells High School website:
<http://www.fwhs.flowingwellsschools.org/>
- At the top of the page, **locate the banner and click on the "Register Here"** (even if your student is an incoming freshman)
- Login to Parent Portal
- Access your student's schedule
 - **Note: Continue the registration process even if you have questions about the schedule. Counselors will be available starting August 10th to help with schedules.**
- Click on "Registration 2017-2018"
- Complete all information
- Pay fees

Note: If you successfully completed the online registration process, we will see your student on August 10th—**no need to come to school to get your books, parking permit, or ID cards** (refer to page 2 for information).

Questions parents and guardians might have:

1. What if I don't have access to a computer or a credit/debit card?

- Traditional walk-in registration for all grade levels will be **available for people who cannot register online only** on: July 24th and 25th from 8 am-1 pm and on July 26th from 12 pm-5 pm in the school cafeteria.

***Please note: These walk-in registration days are reserved for parents and guardians who do not have access to a computer or a debit/credit card. If you completed registration online, there is no need to attend these days.**

2. What if my student wants to change his/her schedule?

- Complete the online registration process.
- Rebecca Hurst, assistant principal, will be available to meet with student requesting a schedule change starting July 19th.
- Students may also fill out the schedule change request online.

3. How will my student get his/her ID card, books, or parking permit?

- Arrangements have been made to distribute books and PE uniforms the first week of school. Parking permits and locker assignments/combinations may be picked-up in the bookstore starting August 10th. ID cards will be issued after school photos have been taken the third week of school.

4. How do I apply for Free and Reduced Lunch or prepay for school lunches?

- You may prepay on your student's food account online.
- Free and reduced applications are available online: <https://nlappscloud.com/default.aspx>

We understand that you may have more questions. **Information is available Monday through Thursday from 8:00 am-4:00 pm by calling any of these numbers:**

Amy Taylor	696-8001	Marcy Taylor	696-8002
Drucilla Mendoza	696-8004	Lydia Tellez	696-8024
Ashley Trueblood	696-8026		