



# Grafton School District

*Preparing Learners for a Dynamic Tomorrow  
Every Student ~ Every Day*

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**BOARD OF EDUCATION**

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August 2, 2018

Dear Families of Elementary Students in the Grafton School District,

Our district will again utilize a combined Online (Part A) and In-Person (Part B) Registration in preparation for the 2018-2019 school year. This is intended to provide an effective and efficient way for families to complete paperwork and payment requirements prior to the start of the school year, particularly for those families with students in multiple schools within the district.

<b>When:</b>	Tuesday, August 21	7:30 am – 11:30 am	12:00 pm – 3:00 pm
	Wednesday, August 22	12:00 pm – 4:00 pm	4:30 pm – 7:00 pm

\*\* Please note the ½ hour “lunch break” each day \*\*

**Where:** **John Long Middle School Gymnasium**  
700 Hickory Street  
Grafton, WI 53024  
(please park in the new lot between Woodview Elementary and JLMS)

**Who:** Families of all Grafton School District students, grades EC-12

In order to facilitate a smooth registration process, it is suggested that you register within the following timeframes based on your last name:

<u>Last Name</u>	<u>Day/Time</u>		
A-F	Tues. 7:30-9:00	OR	Wed. 12:00-1:00
G-L	Tues. 9:00-10:15	OR	Wed. 1:00-2:00
M-R	Tues. 10:15-11:30	OR	Wed. 2:00-3:00
S-Z	Tues. 12:00-1:30	OR	Wed. 3:00-4:00
all (A-Z)	Tues. 1:30-3:30	OR	Wed. 4:30-7:00

To save you a significant amount of time, all of the required paperwork and fee payment can be completed online prior to in-person registration through our registration information website.

**Online Registration (Part A) starting August 13, 2018**

Go online using a computer (NOT a phone) to your school’s webpage and click on the registration page. Once the forms are completed, fee payment can be made online via *eFunds* with a credit card or checking account. *Please note that eFunds credit card transactions will now have a fee of \$2.65 for each \$100.00 increment in a transaction. However, there continue to be no fees to parents for checking account withdrawals.* Families also have the option of paying via check or cash at in-person registration, but the registration process will be quicker if online payment is used.

*(more on reverse side)*

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If you do not have computer access there will be computers available for your use during the in-person registration times on August 21 and 22.

## **In-Person Registration (Part B) on August 21 and 22**

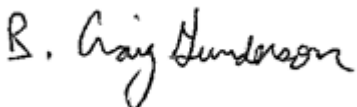
- School pictures will be taken by VIP Images. If desired, fill out a paper picture order form and make payment to VIP Images with check or credit card, or access the online ordering option to arrange for orders and online payment at your convenience. A picture retake/makeup option will be available during the school year for students as well.
- Vision screening will take place for students entering 4K, 5K, 1st, 3rd and 5th grades, as well as any students new to the district in 2nd or 4th grade. Students who normally wear glasses or contacts should bring them to this vision screening. A second vision screening will be completed in September for any of these students who miss or do not pass this initial screening.
- If online payment has not been made during Part A, please bring your checkbook or cash as needed to pay for school fees and optional items. Remember that the in-person registration process will be faster if fees are paid online instead.
- If the online registration (Part A) has not been completed prior to in-person registration (Part B), you will need to complete this step at in-person registration by filling out pre-registration forms on one of the computers provided.

## **Great Start Conferences**

- Students and families will have opportunities to visit their schools prior to the start of the school year to drop off school supplies, get oriented to school, and meet and greet teachers and staff members at our Great Start Conferences. We hope to see you there!

More information will be available for our students' families via email in the coming weeks. As always, feel free to contact the district office at 262-376-5400 if you need further information. Additionally, if the available registration dates and times do not work for your schedule, please call us to make other arrangements to complete registration requirements and we will cheerfully help you.

Sincerely,



B. Craig Gunderson  
KES Principal



Michael O. McMahon  
WES Principal