

July 2017

Welcome to the 2017-2018 school year at West Jordan High School. As you are probably aware, West Jordan High School is in the process of renovations with an addition to the building. We thank you for your patience this year; we know it may be inconvenient as we continue to deal with the construction at the school. Currently the offices are at the JATC located at 9301 S. Wights Fort Road West Jordan, we are unsure when we will be moving back to the school and suggest you call to confirm our location before coming. We can be reached at 801 256-5600.

Classwork for students will begin on Tuesday, August 22nd at 7:30 am. Students will need to print their class schedule from Skyward and bring it with them the first week of school.

For your convenience, all of the registration this year will be online through Skyward Family Access. Registration for school will be available from August 1st to August 15th, 2017. Simply login to Skyward Family Access (access login and password are included in this letter however, if you have changed your password it is not shown), select your West Jordan High student and click on the Registration for School link titled "Registration for School". Be sure to use the Family Access login and password-**NOT** student. **A step by step explanation is enclosed.**

Please pay for school fees, yearbooks, and PTSA on-line through Skyward Family Access. There will NOT be a service charge! If you are a 10th grader or New Student and completing a fee waiver you can find the Fee Waiver form on Step 8 (see the enclosed step by step explanation). Please print, complete and bring the form with a copy of check stubs and/or tax forms to meet with an Administrator for approval. Administrators will be available on a first come first serve basis August 8th -11th from 8:00 am -2:00 pm at the JATC.

The following is a breakdown of the school fees found on Step 10 of the Registration for School Process:

\$105.00	School Fees
\$50.00	Yearbook (optional)
\$120.00	Drivers Education
\$7.00	PTSA – Per Person (optional)-Please find the form on Step 9

School lunch is \$2.00 per day and can be paid for online through your Skyward Family Access with no service charge.

Information and instructions for ordering Pictures can be found on Step 9 of the Registration for School process. Money will need to be paid to Lifetouch. Pictures will be taken and school ID cards issued at West Jordan High School during school hours on the following days: August 30th and 31st, 2017

Please DO NOT send the Lifetouch picture forms and picture money to West Jordan High School.

Lockers for Sophomores and Seniors will be assigned automatically. The locker number and combination will be available on Skyward. Juniors have the option of sharing a large locker or having an individual smaller locker. Locker assignments for Juniors will be available beginning August 8th. If you choose to share a locker, come with your locker partner.

If you would like to personalize or add extras to your Yearbook you will need to print the form on Step 9 of the Registration for School process, complete the form, bring the form and payment for the extra items to the main office.

Parking permits will be available to purchase in the main office once school begins. The cost is \$20.00. **You must print, complete and bring with you the West Jordan High School Student Vehicle Parking Contract and payment.** Please find the form and information on Step 9 of the Registration for School process. No parking citations will be issued the first week of school.

We hope this process proves to be helpful and less time consuming. If you have any questions please contact our office at 801-256-5600.

Registration for School Step by Step Explanation

1. Login to Skyward Family Access (Go to www.westjordanhigh.org and click on the Family Access Tab).
2. Type in your Login and Password which are included in this letter (however if you have changed your password it is not shown). Be sure to use Family Access and NOT Student Access.
3. Click on the “student” drop down on the top and pick the correct student.
4. Click on “Go to Registration for School for (Students name) “.

*On the steps below you will need to go to each step, complete/verify the information, then click either “Completed Step or Complete Step and move to the next Step” before you can move to the next step.

*When you are finished with all steps **You must click on the final step “Complete Registration for School” in order to complete your student’s registration.**

Step 1) Click on “Student Information”

If you completed the online registration last year this information may already be on here and you will just need to verify that it is correct. If not, you will need to enter the requested information. You can update or change information on this screen as well (address, phone number, emergency contacts, etc.).

*Click on “Complete Step 1a and move to Step 1b and so on.

Step 2) Click on “Skylert Information”

If you completed the online registration last year this information may already be on here and you will just need to verify that it is correct. If not, you will need to enter the requested information. You can update or change information on this screen as well.

*Click on “Complete Step 2 and move to Step 3”.

Step 3) Click on “Student Residency”

If you completed the online registration last year this information may already be on here and you will just need to verify that it is correct. If not, you will need to enter the requested information. You can change information on this screen as well.

*Click on “Complete Step 3 and move to Step 4”.

Step 4) Click on “Health Profile”

If you completed the online registration last year this information may already be on here and you will just need to verify that it is correct. If not, you will need to enter the requested information. You can change information on this screen, as well.

*Click on “Complete Step 4 and move to Step 5”.

Step 5) Click on “Language Survey”

Complete information.

*Click on “Complete Step 5 and move to Step 6”.

Step 6) Click on “Parental Consent”

Complete information.

*Click on “Complete Step 6 and move to Step 7”.

Step 7) Click on “Data Privacy”

Complete information.

*Click on “Complete Step 7 and move to Step 8”.

Step 8) Click on “District Information and Forms”

You will find all the district information on this step: Policies, Free & Reduced Lunch Information, School Fees, Family Educational Rights and Privacy Act, Student Health Insurance, Jordan Family Education Information and School Calendar, etc.

*Click on “Complete Step 8 and move to Step 9”.

Step 9) Click on “School Information and Forms”

You will find the school handbook with school specific information on this step.

*Click on “Complete Step 9 and move to Step 10”.

Step 10) Click on “Fee and Food Service Payments”

Please pay all fees online this year with NO convenience fee! If you have had a fee waiver or will be completing a fee waiver you will still need to go into “Fees”. If you are a 10th grader or New Student and are completing a fee waiver you can find the Fee Waiver form in Step 8. Please print, complete and bring the form with a copy of check stubs and/or tax forms to meet with an Administrator for approval. Administrators will be available on a first come first serve basis August 8th –11th from 8:00 am –2:00 pm at the JATC.

*Click on “Complete Step 10 and move to Step 11”.

Step 11) Click on “Free/Reduced Meal Application”

You will be able to submit a Free/Reduced Meal Application.

*Click on “Complete Step 11 and move to Step 12”.

Step 12) Click on “Ethnicity and Race”

If you completed the online registration last year this information may already be on here and you will just need to verify that it is correct. If not, you will need to enter the requested information.

*Click on “Complete Step 12 and move to Step 13”.

Step 13) Click on “Complete Registration for School”

**This step needs to be clicked in order to complete your student’s
online enrollment!!!!**