



**TAKING CARE OF BUSINESS DAY – FOR CURRENTLY ENROLLED STUDENTS**  
If you are not enrolled, please contact the office at 503-399-5533.

**August 15, 2018**

9:00 – 11:00 a.m. - Freshmen

12:30 – 7:00 p.m. - All Grades

Welcome to the kick-off for our 2018-19 school year. We are excited to have you here with us and have this day to get the year off to a great start. By attending our Taking Care of Business Day, you can take care of registration, fees, lockers, school portraits, ID cards, Associated Student Body (ASB) cards, parking permits and order your yearbook all in one day. We hope you also take time to visit stations with information on clubs and activities, Titan clothing, as well as check out our Student Store.




Students who cannot attend August 15 may come to the Main Office after August 15 to drop off registration forms and pay fees, etc. Pictures for their ID/ASB cards and school photos will be taken **September 6** on Picture Make-Up Day.

***TAKING CARE OF BUSINESS STATIONS***

**1. REQUIRED Completed Registration** - This year, we are moving to online student verification. You will have the option of verifying your student's information online or completing the student verification form that will be mailed home the first week in August. To complete your online verification, the following steps must be taken:

**Online Pre-Registration (Student Verification) Instructions**

**The following instructions must be completed from a web browser and not the ParentVue App on your phone.**

1. Go to <https://salkeiz.k12.or.us/parentvue-studentvue/>
2. Scroll down to the Online Registration Account Access.
3. If you already have a Parentvue account, please click on the  icon. You will need your user name and password. If you have forgotten your password, please click on the forgot your password link.
4. If you do not have a ParentVue account and need to create one, please click on the   icons.
5. Once you have entered your ParentVue account, follow the steps on the screen to complete the registration. Once completed, you will receive a confirmation email that the registration has been submitted.

If you complete the online verification, you will not need to bring the student verification form with you to Taking Care of Business. Your name will be added to the admit list.

If you do not complete the online verification, you will need to bring the attached student verification form with you as it will be your ticket into Taking Care of Business Day on August 15.

2. **BUS RIDER REGISTRATION**

Students riding the school bus are required to complete Rider Registration forms for the Transportation Department. Route numbers are required on all ID cards. Student must have their ID cards with them in order to ride.

3. **YEARBOOK** – Pick up information regarding your yearbook.

4. **BOOKKEEPER – Cash/Check/Debit Card (We are not able to accept American Express)**

Past-due Fees

ASB Card (\$40)

Yearbook (\$60 **OR** \$55 if purchased with an ASB card during Taking Care of Business Day. After February 1, price will increase to \$65)

Parking Permit (\$15): (Must have **SIGNED parent permission form**, driver's license, and all outstanding fees paid.)

5. **PARKING FEES/Grades 11 and 12**

**APPLICATIONS WILL BE ACCEPTED STARTING AUGUST 15**

Student parking on campus is very limited. Seniors will have the first opportunity to receive a parking permit. This will be on a first come, first serve basis.

**Seniors** who are applying for a parking pass must have all outstanding fees paid and/or lost items returned prior to August 15, we would like the applications filled out prior to arriving at Taking Care of Business Day. Applications can be found online at [www.westsalemhigh.com](http://www.westsalemhigh.com) under quick links. All spots could potentially be assigned that day. Seniors will have until **September 5** to turn in their parking application. After September 5, the remaining spots will be put into the lottery drawing with Juniors.

**Juniors** if there are remaining spots after the seniors have had their opportunity, we will do a lottery to assign the remaining spots. Juniors may enter the lottery on Taking Care of Business Day. Winners of the lottery will be contacted the first week of school. All outstanding fees and or/lost items will need to be resolved prior to receiving a pass.

**Sophomores are not eligible to receive a parking permit to park on campus.**

6. **FOOD SERVICE (optional)** - Pre-pay for lunches, pick-up forms for Free/Reduced lunch (new ones must be filled out each year).

7. **REQUIRED ID CARD PHOTO and SCHOOL PORTRAIT PHOTOS**

**ID Card Photo** – Every student is required to have an ID photo taken. There is no fee.

**ASB Card Photo** - ASB Card is \$40.00.

**School Portrait Photos** - School photo purchase is optional and will be in a separate mailing.

**Every student, INCLUDING SENIORS, must have an ID picture taken.** ID cards are free and are required for use to check out library books, textbooks, obtain yearbooks, purchase

meals, and to attend activities and dances. We highly encourage all students to purchase an ASB card for \$40.00, as it can save each student hundreds of dollars over the course of a year.

## 8. STUDENT STORE/TITAN WEAR

### WSHS Taking Care of Business Day Swag Bag \$30



Drawstring Logo Bag



Titan Logo T-shirt



2018-2019 Student Planner



Titan Logo Tumbler  
W/Straw



Titan Sticker (Bottle)



Embroidered Lanyard

## 9. CLUBS – Club information available.

Don't forget to stop by the Grad Celebration table where you can purchase your grad party ticket for \$40.00. Cash or Check Only. Please make checks payable to West Salem High School Grad Party Booster Club or WSHSGPBC.

## 10. PARENTVUE - If you need a password, please contact the Counseling Center at 503-399-3780.

## 11. DRAFT SCHEDULES/LOCKER ASSIGNMENTS – Pick up your draft schedule for review and your locker number and combination.

### **SCHEDULE CHANGES**

The schedule change process is completely electronic. Not all requests will be honored. Students will receive an e-mail with the outcome of their request once it has been processed. Schedules may not be changed to accommodate teacher or class period requests.

The online scheduling request system will be open from Aug 20<sup>th</sup> - Sept 4<sup>th</sup>.

If a student needs to request a schedule change, the following steps must be taken:

1. Go to the West Salem High School Website <http://www.westsalemhigh.com/>
2. Click on Counseling.

3. Click on Schedule Change Request.
4. Completely fill out the electronic request form.
5. Counselors return August 22 and will review your request upon their return. This may take several days. Please check your e-mail frequently (including junk email) after August 22 in order to see if your request has been processed or if more information is needed from you. Please do not put in multiple requests. It is your responsibility to check your e-mail to ensure we responded.

**Last day to request a schedule change is:  
Freshmen: Thursday, August 30 at 12 p.m.  
Sophomores, Juniors & Seniors: Tuesday, September 4<sup>th</sup> at 8 a.m.**

**FRESHMEN ONLY!  
Freshmen First Day of School  
September 4, 2018**

Only freshmen and our outstanding leadership students will be in the building on this special day. This will be a day for orientation and fun, and chance to meet your new classmates as well as staff members. You will attend each of your classes for a short period that day and hear about activities at West and ways to make your high school experience a positive one. Here are some helpful hints:

- **Students will pick up their final schedules in the gym** beginning at 7:15 am and receive a schedule of activities for the day.
- **Dress to be active.** You will be participating in active team bonding and school spirit activities - skirts, dresses and heels may be tricky!!
- **No need for backpacks, books, etc.** You will not be given any homework, and you will not need to take notes. The idea is to be able to have fun and be active, so leave the books and backpacks at home - trust us!

**FIRST WEEK OF SCHOOL INFORMATION**

**September 4 - Freshmen Only!**

**September 5 - All Students**

**Sophomores, Juniors, Seniors** - You can view your schedule online with StudentVue or you may have your schedule printed in the Attendance, Counseling Center, Main Office, or Student Center.

**September 6 - Picture Make-Up Day**

**ASB/ID Cards** - Photo Make-Up Day is September 6 for those students who do not yet have their ASB or ID cards. Students will be called out of class for photos.

**October 23 - Picture Retakes**

Original packet with payment must be turned in to the photographer at the time of retakes.

## General Information:

- **Lunch Account** - Deposit money into your account or turn in paperwork for free or reduced meals **before** school. Applications are available in the Commons from the kitchen staff.
- **School Buses** - Buses pick up students directly behind the school on the upper parking lot turn-around. Bus information can be obtained on the Salem-Keizer 24J website <http://busfinder.salkeiz.k12.or.us/elinkrp/Students/BasicTransBoundarySearch.aspx> Rider Registration forms are required.