

May 25, 2018

Dear Mountain Vista High School Parents and Students,

To ensure a successful online registration of your student for the 2018-2019 school year, please make note of the following:

Summer office hours will be Monday-Wednesday 10:00 a.m.-12:00 noon, closed Thursdays and Fridays June 1st-August 3rd. Our office will be completely closed from June 18th-July 13th. **Please note: Counselors, Teachers, Administrators, and most Support Staff are not at school during the summer break.**

The online **Check-In window** will be open July 18th through August 1st. Your student's 2018-2019 fees will be posted and ready for payment beginning on July 18th. If you do not have access to the internet, we encourage you to visit your public library.

Parents **must** have a Parent Portal account to complete online Check-In. Your student's user ID and password **cannot** be used to complete Check-In. If you do not have a Parent Portal account or need help with your password, please call our IT Department at 303-387-0001 or after July 1, 2018 our Student Data Department at 303-387-0016.

Reminder: If you are new to our district and have received your Parent Portal information, you will not be able to access Infinite Campus until July 1, 2018.

It is important that **ALL** student fees be paid. Unpaid fees may prevent your student from attending classes. If you are approved for the Free/Reduced lunch program, a copy of your approval letter must be emailed to the Finance Secretary: tjmathews@dcsdk12.org before any fees can be waived. Parking permits for juniors and seniors will not be issued until **ALL** fees are paid.

Parking permit applications for juniors and seniors (**no sophomore parking at MVHS**) will be completed online for the 2018-2019 school year. Students must complete the application during the registration window. Additional parking permit information will be shared separately with junior and senior families.

All students interested in participating in a fall sport must register online at www.vistagoldeneagles.org. Registration will open July 18th and will close on August 2nd. All interested participants must register, pay participation fee and have a current physical on file before they can participate in try-outs. See the website for more details and information.

Once your student's Online Check-In is complete and all fees have been paid, your student's schedule will be available to view and print from Infinite Campus on August 2nd. Students with missing classes, an incorrect level assignment or a See Counselor, may

come to the counseling office on Friday, August 3rd from 8:30-11 a.m. to talk with their counselor. **No elective class changes will be made at this time.** If your student is unable to attend on this date, clip boards will be available in the counseling office on August 10th to request an appointment. **Please do not email your counselor with schedule issues. There will be no schedule changes made for a different lunch or a teacher. NO EXCEPTIONS!** Counselors will be available for elective class changes after school on Tuesday, August 14th. If your student cannot attend on this day, Elective Change Forms will be available Wednesday, August 15th from 7:30 a.m. to 3:00 p.m. in the counseling office. This will be your final day to request an elective change for the fall semester.

Remember, all communication related to Check-In for the 2018-2019 school year will be posted to mountainvistaonline.org under the Our School tab > Annual Check-In and also on the main page.

Have a great summer break!

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Mountain Vista High School  
2018-2019 Annual Check-In

May 11<sup>th</sup>, 2018

Dear Mountain Vista High School Parents and Students,

As you know, our annual student Check-In will be completed through an entirely online process for the 2018-2019 school year. To ensure a successful registration of your student for next year, please make note of the following:

- Now is the time to make sure that you have access to your Infinite Campus Parent Portal account! The Express Check-In process will require a parent to have their own account. If you are having any issues with your account or need an account set up, please contact Deanne McLendon at 303-387-1512 [ordmmclendon@dcsdk12.org](mailto:ordmmclendon@dcsdk12.org) before May 25<sup>th</sup>, 2018.
- Our textbook return policy is changing! Effective immediately, all textbooks and library books must be returned by 2:00 p.m. on Friday, May 25<sup>th</sup>, 2018. There will no longer be a grace period for returning books. Fines will roll into Infinite Campus and will be added to your student's 2018-2019 fees. These fines will not be refunded or removed if books are returned after the due date.
- The online **Check-In window** will be open July 18<sup>th</sup> through August 1<sup>st</sup>. Your student's 2018-2019 fees will be posted and ready for payment beginning on July 18<sup>th</sup>.

- Two required forms, Code of Conduct / Attendance Policies along with Science Safety, will now be completed online with electronic signatures for you and your student(s). Please review these required forms with your student during the online process.
- It is important that **ALL** student fees be paid. Unpaid fees may prevent your student from attending classes. If you are approved for the Free/Reduced lunch program, a copy of your approval letter must be emailed to the Finance Secretary: [tjmathews@dcsdk12.org](mailto:tjmathews@dcsdk12.org) before any fees can be waived. Parking permits for juniors and seniors will not be issued until **ALL** fees are paid.
- Parking permit applications for juniors and seniors (**no sophomore parking at MVHS**) will be completed online for the 2018-2019 school year. Students must complete the application during the registration window, July 18<sup>th</sup> through August 1<sup>st</sup>. Completing the parking application process **does not** guarantee the student a parking permit due to limited parking capacity. Additional parking permit information will be shared separately with junior and senior families in the next few weeks.

We will continue to update you throughout the remainder of this school year and over the summer. All communication related to Check-In for the 2018-2019 school year will be posted to [mountainvistaonline.org](http://mountainvistaonline.org) under the Our School tab > Annual Check-In and also on the main page.

Thank you.

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May 27, 2018

Dear Mountain Vista High School Parents and Students,

EXCITING NEWS! There will be **BIG** changes to the Check-In process for the 2018-2019 school year. We are excited to share that Mountain Vista will be using a completely **online Check-In process**. What does this mean for our Mountain Vista families? Convenience! Gone are the days of endless lines and waiting to pick up that schedule.

Our Vista parents have commented for years on how student Check-In has interrupted their summer vacation and work schedules. With this new process, you will be able to complete your student's Express Check-In and pay fees at your convenience during the Check-In window.

Now is the time to make sure that you have access to your Infinite Campus Parent Portal account! The Express Check-In process will require a parent to have their own account. If

you are having any issues with your account or need an account set up, please contact Deanne McLendon at 303-387-1512 or dmmclendon@dcsdk12.org before May 25, 2018.

Once your student's Express Check-In is complete and all fees have been paid, your student's schedule will be available to view and print on August 2nd! How convenient is that? Over the next few weeks, you will receive additional information with updates and reminders about how this process will work, along with specific directions for the following items: student schedules, junior and senior parking permits, student ID's and pictures.

Stay tuned for more details!