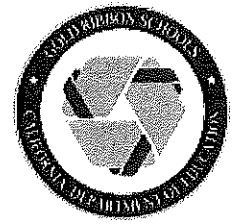


Monterey Hills Elementary School

A California Distinguished School
Laurie Narro, Ed. D., Principal



MONTEREY HILLS SCHOOL: A California Distinguished and Gold Ribbon School

Dear Monterey Hills Families:

June 29, 2019

I trust that you are already enjoying your summer. It will go by quickly and before you know it, you'll need to begin the registration process for the 2019-20 school year!

All families are required to view and verify annual parental notifications for your child (ren) and verify your child (ren)'s information online at my.spusd.net, click on "Current Students-Parent Portal" between **Monday, July 22 at 8:00 a.m. and Wednesday, August 14 at noon**. You will be able to update the contacts and medical sections in AERIES, but not your child's address. This can only be done in person at MHS, upon presentation of required residency documents. Please take a moment to make sure each parent or guardian has a separate contact in the "Contacts" section, with all relevant information.

Follow the directions on the screen to begin the data confirmation process. We recommend completing this process on a dedicated computer rather than a mobile device or on a tablet. If you are unsuccessful logging onto your parent portal account, we suggest you try resetting your password, using the "Forgot Password?" link on the parent portal page *before* contacting our "hotline" at 626-441-5810 ext. 1128. This Student Data Confirmation process must be completed for each of your enrolled children within SPUSD. You will receive a final data confirmation email from spusdnotice@spusd.net once you have successfully completed the online verification process. Please check your spam folder to see if the confirmation email is waiting there before contacting the hotline.

All returning and new families must complete the Student Data Confirmation process, which includes your acknowledgement of viewing the district's required annual parental notifications, in order for your child to be assigned a class.

Parents of students in First and Third Grade must also verify residency in person. Please see the enclosed memo as a reminder of what you need to bring to verify your residency. This year, please come to the **Monterey Hills School Office** on the following dates and times:

- **Wednesday, August 7, 2019** **7:00am -2:30 pm**
- **Thursday, August 8, 2019** **11:00 am- 6:30 pm**

If you are unable to attend any of these times, please contact Fabiana Gaspar from the Monterey Hills office by email: fgaspar@spusd.net.

Your child will not be assigned to a class unless you have completed the Student Data Confirmation process and verified residency paperwork for all students in 1st and 3rd grades.

You will be able to check to see the name of your child's teacher and corresponding classroom number by viewing your child's information on the *Parent Portal* at *my.spusd.net* after **5:00 pm on Wed. Aug. 14th**. If your child has not been assigned to a classroom, please come to the Monterey Hills office at 7:30 am on the first day of school.

The first day of school is **Thursday, August 15, 2019**. The class schedules are as follows:

AM TK/AM Kindergarten Modified schedule 8:10 – 10:00 am
(regular schedule resumes on Aug. 16, from 8:10-11:35)

PM TK/PM and DI Kinder Modified schedule 11:35 am–1:20 pm
(regular schedule resumes on Aug. 16, from 11:35-3:00)

Grades 1-2 8:10 am – 2:25 pm

Grade 3 8:10 am – 2:45 pm

Grades 4-5 8:10 am – 2:50 pm

Remember, every Friday, beginning **Friday, August 16**, we have early release time for 1st-5th grade:

Grades 1-3 1:05pm

Grades 4-5 1:15 pm

On **Thursday, August 15**, PTA will be hosting a Welcome Coffee in the lunch pavilion beginning at 8:15 am and again at 11:40 (for TK/K/DI Kinder pm). Please stop by so we can officially welcome you to the Monterey Hills Family. We look forward to another great year in partnership!

Sincerely,



Laurie Narro, Ed.D.
Monterey Hills Principal