

Guide to Larson Middle School Registration
HELD AT LARSON MIDDLE SCHOOL, 2222 EAST LONG LAKE, AUGUST 16, 2018

Things to do at home:

1. Go to the Larson website (<http://larson.troy.k12.mi.us>), click on the “Academics” tab, click on the “2018 Registration Forms” tab. Then download and review registration package
2. Fill out all applicable forms in advance of registration (see below)
3. Complete the following items in PaySchools:

Login to your **PaySchools** account
Click on ADD ITEMS, click on LARSON.
You will be able to add the following items:



- If you have an 8th grader you can pay \$12 for the party
- OPTIONAL: \$15 for the 8th grade Channel Link (please refer to the 8th grade party flyer)
- 8th Grade Activities Fee - \$50
(One Time Field Trip Fee Covers: Greenfield Village, Leaf Raking & Civil War Day)
- Purchase your yearbook for \$20

Registration Day: August 16, 2018

TO BE HELD AT LARSON MIDDLE SCHOOL, 2222 EAST LONG LAKE, AUGUST 16, 2018

When do I come to school?

Grade 6 8:00 am to 10:00 am

Grade 7 10:30 am – 12:30 pm

Grade 8 1:00 pm – 3:00 pm

All grades (if could not make the times above): 3:00 pm – 4:00 pm

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What should I bring to registration?

- This guide
- Completed forms
- Check book – filled out in advanced as much as possible
- Your student(s) ready for pictures!

Registration Process



- Station 1. Completed Forms**
 - Emergency Contact Information** – Online for ALL students
All primary student contacts received communication from “Troy School District Registration” with instructions on setting up an online account.
Please note: The online emergency contact information must be completed prior to receiving student schedules and locker information.
 - Athletic Physical Exam Card** – If Applicable, 7th and 8th grade athletes
Athletic physical cards **must be signed by doctor, parent and student.**
 - Club/Intramural Participation Fee Form**
(**Must** complete for a student participating in a Club or an Intramural Sport)
 - Athletic Participation Fee, Transportation Agreement and Letter of Understanding Form**
(**Must** complete for 7th & 8th grade students participating in athletic events.)

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Station 2. PTO Table

PTO Donation – OPTIONAL

Please consider donating \$20/student to the Larson PTO.

Station 3. Outreach and Partner Organizations

OPTIONAL Station - Stop by and support our community partners:

Troy Youth Assistance form and optional donation.
Check payable to **“TYA”**.

Troy Community Coalition form and optional donation.
Check payable to **“Troy Community Coalition”**.

TFEE form and optional donation.
Check payable to **“TFEE”**.

Station 4. Spirit Wear

OPTIONAL Station

- The Larson PTO will be offering Spirit Wear featuring the Larson Middle School name and logo. Samples will be available at registration to assist you with sizing. More information coming soon, please check back at the [Larson PTO website Spirit Wear page](http://larsonmiddleschoolpto.weebly.com/spirit-wear.html) or copy and paste <http://larsonmiddleschoolpto.weebly.com/spirit-wear.html>

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- Station 5. Schedules, lockers, meds and fines**
 - IF you have any, pay outstanding and unresolved fines from 2017-2018, you will not be able to pick up your schedule until all fines are paid. Check payable to **Larson Middle School**.
 - The online emergency contact information must be completed prior to receiving student schedules and locker information.**

Pick up class schedule and locker assignment. ALL students.
 - Turn in completed medication form IF applicable. Form available in main office prior to registration.

- Station 6. Kaiser Studios**
 - Picture for ID card and year book – ALL Students (no cost).

 - Purchase Picture Package – OPTIONAL. Check payable to **Kaiser Studios**.

Credit Card Payments – You may order and pay online at <https://preorder.kaiserstudio.com>. The School ID Code for Larson is **LARSON2018**

(not case sensitive). Enter the ID Code and then you will be prompted to complete the student info, place order and make payment.

 - Purchase Athletic Pass – OPTIONAL. Check payable to **TSD**.

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REGISTRATION FAQs

Q: What is Registration?

A: At Registration a parent and student(s) come to LARSON to turn in forms, pay for items, pose for pictures and pick up student schedule(s). You will visit various stations for different items, Emergency Form at one, schedule pickup at another, pictures at another, etc.

Q. How do I make payments (pictures, TFEE, etc.)?

A: As you go from station to station, please pay for each item **separately** using cash or separate checks (be sure to make checks payable to the appropriate group as indicated on the Student Registration Form.)

Larson PTO (tax deductible donation): _____

Larson Middle School (fines): _____

Kaiser Studios (photos): _____

TSD (Athletic pass): _____

TYA – Troy Youth Association (outreach): _____

TCC – Troy Community Coalition (outreach): _____

TFEE – Troy Families for Education Excellence (outreach): _____

Q: How long does Registration take?

A: The entire process could take up to an hour depending on when you arrive. Many parents arrive before registration starts and spend time waiting in line. Once the registration begins (at the noted times), the line moves but can be slow due to those already in line.

Q: What can I do to get through Registration more quickly?

A: **Arriving toward the middle or nearer the end of your student's scheduled registration time can speed the process considerably!** Make sure you have completed all forms before arriving, as that can take time. If you have questions about the forms the volunteers can assist you.