



**120 W. Maple St. Mapleton, UT. 84664 (801) 489-2850 FAX (801) 489-2887 Principal - Julie Peery**

July 1, 2017

Dear Mapleton parents and families,

I want to make you aware that this year elementary registration will take place online throughout the entire Nebo School District. We hope you find the process to be clear, simple and convenient. The online registration will be available starting today, Wednesday, July 5<sup>th</sup>, 2017.

To begin, visit the Mapleton webpage at <http://mapleton.nebo.edu> and click on **Registration** under Primary Links. You will then be directed to click on either New Student registration (new to our school or new to the district) or Current Student registration. At this point you will have the opportunity to:

- Verify and/or update SIS address and contact information. Please especially make sure the email address listed is current since that is the main form of communication I will use throughout the year.
- Pay donations online with a credit card through RevTrak. \$25 per student is requested, although any amount is greatly appreciated and needed. *\*Please note that there is a \$2.00 service fee if you choose to use this option; if possible, please add this additional amount to your donation total.* If you would prefer to use cash or a check, you are welcome to drop by the school (Monday-Thursday, 8:00 – 1:00 throughout June and July or wait until registration day – *see below*).
- Make lunch payments if desired through PayPams or determine if qualified for Free and Reduced School lunch.
- Read through and sign registration documents, permission slips and information pertinent to our school.
- If *a new student*, find a list of which documents need to be brought to the school in person in order to register your child.

Once you have finished the registration process, our office will be automatically notified and we can then enroll your student. You will be able to log into Aspire starting on July 31<sup>st</sup> to see your child's class placement.

We will be holding regular registration on Thursday, August 1<sup>st</sup> from 7:30 – 4:00. However, it is not necessary for you to attend if you have completed the online registration prior to that date. If you do prefer to wait until August 1<sup>st</sup> to come to the in-person registration, you are welcome to do so and we can assist you in completing the registration process in our computer lab.

The only thing that will happen on registration day is the actual online registration. PTA sign-ups, volunteer opportunities, t-shirt ordering, parent conference time sign-ups, greeting the teacher, and the distribution of the school magnets will take place at our Back-to-School Open House on Monday, August 21<sup>st</sup> from 2:00– 5:00. We request that every student and at least one parent/guardian plan to attend that day.

If you have any questions regarding this process, please feel free to contact me at 801-489-2850. I hope you are enjoying your summer.

Mrs. Julie Peery