



July, 2018

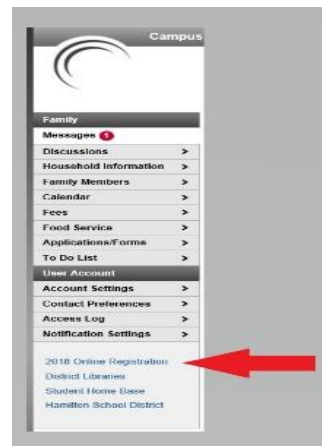
Dear Parents and Guardians:

We hope your summer has been enjoyable. With July quickly ending, we would like to welcome you to the new school year and inform you of the **three required stages** of the registration process for the 2018-2019 school year.

1. Complete Online Registration Verification (OLR).
2. Pay fees through the Parent Portal of Infinite Campus.
3. Attend Pictures, Locks, and Parking Day on **Tuesday, August 7** from **1:00 p.m. until 6:00 p.m.** or **Wednesday, August 8** from **7:00 a.m. until 9:00 a.m.**
 - The online registration window for updating information and paying fees is August 1 to August 10.
 - Online Registration (OLR) should be completed using a PARENT portal, not a STUDENT portal. Enter required demographic information to be verified online through the [Infinite Campus 2018 Online Registration portal](#).
 - If needed, school computers will be available for your use Monday through Thursday 7:30 a.m. to 3:00 p.m. Stop by Office A for assistance.
 - At Pictures, Locks, and Parking Day (**Tuesday, August 7--1:00 p.m. until 6:00 p.m.** or **Wednesday, August 8--7:00 a.m. until 9:00 a.m.**) Students take photos for ID's, pick up locks that were paid for online, and show required paperwork for parking permits (purchased online prior to August 7). Hamilton attire will be available for purchase.
 - Students who completed OLR and purchased a parking permit online will be required to show proof of driver's license, current registration, and insurance in order to receive their parking permit on one of the Pictures, Locks, and Parking days.

Directions for Online Registration and Fee Payment:

1. Log into your [Infinite Campus Parent Portal](#) account during the window of August 1 to August 10. On the lower left of the parent portal screen, click on the "2018 Online Registration" link. See picture for reference. If you do not have an Infinite Campus Parent Portal account, contact campushelp@hamilton.k12.wi.us.
2. Update household information, emergency contacts, and health information as prompted. Sign off on student handbook, technology agreements, and graduation requirements (seniors).
3. Pay fees after updating information. Registration fees and course fees are required and will appear automatically. Course fees are based on student schedules, which will be available online beginning August 7.
4. **Add any optional fees.**
 - Optional fees appear on a dropdown menu and include such items as **yearbook**, parking, fall athletic fees, and replacement locks.
 - All students must have a red hall lock and black phy ed lock. Black phy ed locks from Templeton and red and black locks from previous high school years can be used. If your child does not have a red or black lock, add these optional fees.
 - **A red lock fee has already been added for all freshmen.**
5. Parking (optional)
 - Complete Online Registration (OLR). Enter required parking information.
 - **Pay fee online before August 7.**
 - On August 7 or 8, come to school and show driver's license, registration, and proof of insurance to receive parking permit.
 - Parking spots will be randomly assigned by grade in school. In order to get spots closest to school, seniors must pay for parking online prior to August 7th and pick up parking permit on August 7 or 8.
 - Because spots will be issued randomly, there is no benefit to being the first in line. However, in order to accurately reserve parking spots for seniors, seniors must pay for parking online before August 7.



Student schedules will be available on Infinite Campus beginning August 7. These schedules will include locker assignments, which are assigned randomly. Students can begin locker set-up on Monday, August 27.

We all look forward to the new school year, and we extend a special welcome to our incoming freshmen, as well as students new to our community. If you have any questions regarding the enclosed information, please call 262-246-6471 ext. 1102.

Sincerely,

Candis Mongan
Principal

Additional Forms Available on School Website—The following registration elements are optional, and can be accessed through the Hamilton High School website. Print, fill out, and return to Hamilton on Pictures, Locks, and Parking days if they apply to you.

1. [HHS Parent Volunteer Opportunities](#)
2. [Alternate Bus Pass Request](#) - If you need alternate bussing arrangements
3. [Hamilton Athletic Booster & Charger Family Pass](#) membership form

Additional Information Available on School Website

1. [Senior Picture Information](#)
2. [HHS FAQ](#)
3. [Attendance Matters](#) - how to call students in sick and request homework
4. [Charger Corner Coupon](#) - for incoming freshmen and families new to Hamilton
5. [HHS Floor Plan & Locker Locations](#)
7. [WI Test Prep](#)
8. [Driver's Ed](#)
9. [Empire Order Form](#) with directions for Empire Photography

The following stations will be available at Pictures, Locks, and Parking Days:

Locks (Cafeteria)

- Pay for your lock(s) online and pick up your lock(s) at one of the Picture, Locks, and Parking days.
- All locks must be purchased through Hamilton High School. Students are **required** to use a **RED LOCK** for their hall locker and a **BLACK LOCK** for their gym locker. Students may use any lock from a previous year at HHS. A black TMS lock may be used for gym lockers. Locks are \$5 each. **A red lock was added automatically to the fees for each freshman. If you need a replacement lock, please add this to your fees.** Due to cleaning and final building preparations, locker set up will begin August 27.

Parking (Cafeteria)

- Students who have completed the OLR process and purchased a parking permit online will show proof of driver's license, current registration and insurance (for each car that will be parked at school). Parking spots will be randomly assigned by grade in school, with seniors who pay for parking before August 7th getting spots closest to school. In order to accurately reserve enough parking spots for seniors, seniors must pay for parking online prior to August 7th and pick up parking permit on August 7th or 8th. Because spots will be issued randomly, there is no benefit to being the first in line. Parking permits cannot be purchased unless all other fees (from current and past years) are paid. Students will leave Pictures, Locks, and Parking Day with their parking permit.

Aspire Test Results (Cafeteria)

- Current sophomores and juniors should pick up their Aspire test results from the spring testing.

School Pictures and ID's (Auxiliary Gym)

- All students (even seniors) should get their picture taken for the yearbook and student ID cards. **Seniors need to get their picture taken for their ID cards, too.**
- [Click here](#) for a pdf of the Empire photo order form. Payment for pictures will be to Empire Photography, not Hamilton High School.
- Families can print this form and bring it to one of the Pictures, Locks, and Parking days with payment, or use one of the printed forms that will be mailed over the summer. Alternatively, families can go online to place their order. [Click here for instructions.](#)
- **Payment for pictures will be to Empire Photography, not Hamilton High School.**

Form Drop Off (Table by Office C) (None of these forms are required.)

- [Parent Volunteer Opportunities](#)
- [Alternate Bus Pass](#) Form
- [Hamilton Athletic Booster and Charger Family Pass](#) membership form
- Lunch Money--Make sure that student name and ID number are on payment. Through the [Infinite Campus Portal](#) you can also verify lunch account balances. Click on "Food Service" and add funds, click on "Payments".

Lab 3--Infinite Campus

- Lab 3 will be available for families who have not set up their Infinite Campus Portal Accounts, updated registration information, or made payment online prior to the registration dates.

Remember there are 3 important tasks:

1. Complete **Online registration verification.**
2. **Pay fees.**
3. Attend Pictures, Locks, and Parking Day on **Tuesday, August 7** from **1:00 p.m. until 6:00 p.m.** or **Wednesday, August 8** from **7:00 a.m. until 9:00 a.m.**
 - **Teachers will provide school supply lists the first week of school.**
 - **Remember to purchase a yearbook from optional fees.**
 - **The Charger Corner will be open August 7th and 8th to buy Hamilton Spirit Wear!**
 - **Due to cleaning and final building preparations, locker set up will begin August 27.**