

July 2017

Dear Students, Parents, and Guardians,

I hope you are having a wonderful summer. Here at SaJHS, we're working hard to have everything prepared for the 2017-18 school year. We are looking forward to the arrival of our students and are committed to continuing our mission to help all students become "SPARTAN STRONG" in Body, Heart and Mind. I am excited to meet everyone and to become a part of the Salem community. Please read through the information in this letter in order to be prepared to begin school on Tuesday, August 22<sup>nd</sup>.

Here are some important dates to remember:

July 17 <sup>th</sup> – Aug 18 <sup>th</sup>		Online Registration Window
August 7 <sup>th</sup>	8:30-3:00	Walk-in Registration
Aug 8 <sup>th</sup> -11 <sup>th</sup>	8:30-2:30	Schedule Changes. <b>Fee of \$5. No class changes after these days.</b>
Mon, Aug 21	9:00-11:15	Seventh Grade Orientation. Assembly will begin at 9am. Buses will run one hour later than normal.
Mon, Aug 21	2:00-5:00	Open House/Back-to-School Night. All parents and students are welcome.
Tue, Aug 22	8:00-2:40	First Day of School
Wed, Aug 23	8:00-2:40	Picture Day! All students will need to have their pictures taken for their student IDs and for the yearbook.
Mon, Sep 18	8:00-11:15	Staff Development Day teacher training. School is out at 11:15 a.m.
Thu, Sep 28	3:00-8:00	Spartan Target Conferences

This year, there are three ways to pay your registration and receive your student's schedule: (1) You can mail a check to our school finance office; (2) You can pay in person with a check, cash, or credit card on Aug 7 from 8:30am-3pm; and (3) You have the option of paying registration fees **online** at [www.myschoolfees.com](http://www.myschoolfees.com). There is a three-minute instructional video on the myschool fees website to help you become familiar with the system. After you create your profile, you will select "Salem Jr. High" from the drop down menu, click on your student, which will bring up your fee sheet. There you will see the required fees as well as optional fees, such as a yearbook or PE uniform. Select what you want to pay for, enter your payment information through our secure site, and your registration is complete! You will also have instant access to payment history throughout the year. You will have access to your student's schedule online 48 hours after we receive your payment and all registration forms and immunization records are up to date. To access your locker combination, you will have to print off the online schedule. It's that simple! (\$2 online processing fee applies.) If you are in need of fee waiver information or a payment plan, please see one of our administrators on August 7<sup>th</sup>.

Our lunch clerk will also be on hand during registration to take your lunch payments, or lunch fees may be paid online through PayPams. At the time you pay your registration, it will be another 48 hours until you can access your schedule online. If you need a schedule change, counselors will be available Aug 8-11, from 8:30am-2:30pm, on a first come, first serve basis. (Most schedule changes do require a \$5 fee.)

We look forward to a new school year with you and your student. Please come in and visit with us about any of the great things happening at Salem Junior. Thanks for your support of Salem Junior High.

Respectfully,

David Knudsen, Principal

GO SPARTANS!!!