



July 21, 2023

Dear PHS Parents, Guardians, and Families,

We are beginning our preparations for the 2023-2024 school year. As we look forward to August and the start of school, we wanted to share some important information with you. Perrysburg High School Back-To-School forms for grades 9-12 for the 2023-24 school year will again be accessed through FinalForms. The online registration for the 2023-24 school year is available now for you to begin filling out the forms. This system is for all PHS students, including our Penta Career Center students, and is no longer exclusive to just our athletes.

This online registration is a requirement for all parents/guardians of new or returning 9-12 students. This MUST be completed by a parent or guardian, and the student will also sign the forms after the forms are completed by the parent or guardian. The student will receive a notification email to his or her school email to sign the forms. FinalForms collects the information the school uses to communicate with parents and guardians via email and phone and needs to be updated annually by the parent/guardian. Please make sure to completely fill out all the information, especially the page regarding Agreements and Permissions. For address changes, please refer to the following link: <http://www.perrysburgschools.net/ProofofResidency.aspx>

Please click the link below to start your online registration.

<https://perrysburg-oh.finalforms.com/>

A new student will not be considered enrolled with Perrysburg Schools without completing the enrollment process with our Central Office.

If you have a returning student, this is the same email and password that you have used in the past. If you have forgotten your password, there is a “forgot password” field at the bottom of the screen that you may use to reset your password. Once you have logged in, you will see the box to register for the 2023-2024 school year.

**All parents/guardians and students must complete the online registration by Monday, July 31, 2023.**

### **LINK CREW ORIENTATION (FRESHMEN ONLY)**

Link Crew Orientation will be held on Tuesday, August 15th **for 9th graders with the last name A-K**, and Wednesday, August 16th **for 9th graders with the last name L-Z**. This orientation is the first required day of the school year for 9th graders only. The day is scheduled from 8:30 a.m. - 3:25 p.m.; buses will be running on a regular schedule. If you are the parent or guardian of an incoming 9th grader, please use this [link](#) for more important information about the day.

First Day of School:	Date:
Link Crew Orientation for Freshmen (last names beginning with A-K)	Tuesday, August 15, 2023

Link Crew Orientation for Freshmen (last names beginning with L-Z)	Wednesday, August 16, 2023
ALL high school students grades 9-12	Thursday, August 17, 2023

Bus Routes Information	
Communication regarding bus route information will be sent out prior to the start of school from Transportation.	

### **SCHEDULES**

Schedules will be available online for students to view starting August 7, 2023. Therefore, students and parents/guardians should plan to log into PowerSchool to view student schedule(s). To login to PowerSchool use the following link: <https://perrysburg.ps.nwoca.org/public/>

If your student **has never attended Perrysburg or is new to the school district**, parents/guardians will receive information on how to create an account in PowerSchool after the enrollment process has been completed, including a schedule created by the high school counseling department.

If you have a returning student, this is the same email and password that you have used in the past. If you have forgotten your password, there is a forgot password field at the bottom of the screen to reset your password.

### **GENERAL FEES, CLASS FEES, INDIVIDUAL COURSE FEES AND OTHER MISC. FEES**

Some of the student fees this school year were assessed this week. These fees include general fees, class fees, and laptop assessments. Parking permit charges will usually be added to a student's account within 24 to 48 hours after the completion of FinalForms, if a need for a permit is indicated. **The individual course fees will be assessed Friday, September 1, 2023 with an opportunity to pay the fees online. Statements will be sent via email through our billing's email system, Bright Arrow. The PDF attachment will be password protected. The password is your student's 9-digit Student ID Number.** Parent/Guardians are encouraged to pay general fees, class fees, and other miscellaneous fees online at <https://payschoolscentral.com/#/user/login> (The 9-digit Student ID Number is required when registering for online payments) starting July 17, 2023. The Payschoolscentral.com dashboard is divided into MEALS (top section) and FEES (bottom section). Click the drop down arrow in the FEES section to see what fees are due. Checkmark which fees you would like to pay at this time. Fees will be loaded to your shopping cart for you to proceed with payment. **Please Note: Payments by a direct Debit/Automated Clearing House (ACH) transaction fees through PaySchools will be waived from July 17, 2023 UNTIL September 30, 2023. This does not pertain to funds added for lunch accounts. The credit/debit card fee is also not waived during this time.**

### **Below are the steps to register at PaySchools Central:**

1. To register, please visit [payschoolscentral.com](https://payschoolscentral.com) and select the "Register" option below the Email and Password fields. The 9-digit Student ID Number is required to register. Please refer to the Student ID number on the first page of this document.
2. Once on the 'New User Registration' page, fill out all required fields marked by a red asterisk. Be sure to check the User Agreement and click the box before selecting Register.
3. Once the registration has been submitted, a message will be delivered to your email account with a link to activate your account and set your password. This link is ONLY VALID FOR 30 MINUTES. If you do not activate the link within the allotted time, please return to [payschoolscentral.com](https://payschoolscentral.com) and use the Forgot Password link to request a new email.
4. You will then enter your email, password and confirm to complete registration.

### **Password Recovery for PaySchools**

1. If you forget your password, use the Forgot Password link on the login page.
2. Choose whether you would like to receive an email link or a text code to reset your password.

### **Add Payment Methods for PaySchools**

1. To access payment methods, go to the User menu at the top right and click the dropdown.
2. Choose Manage Payment Methods, and then press the Add New Payment button.
3. Enter the payment type and nickname.
  - a. For direct debit/ACH - enter the account type, routing and account numbers or
  - b. For Credit Card - enter the credit card number, expiration date and the 3-digit card verification value (CVV) on the back of the card.
4. Read the Payment terms and conditions, check the box to acknowledge
5. Press submit to add the account.

For those that wish to pay school fees in person, please contact our cashier, Veronica Guillen, to schedule an appointment. She can be reached by email at [vguillen@perrysburgschools.net](mailto:vguillen@perrysburgschools.net) or by phone at 419-874-3181, ext 5008. Payment methods include Cash, Credit Card, and/or Check/Money Order. Checks and Money Orders should be payable to Perrysburg Schools. *Any student in FinalForms who plans on participating in a fall sport should be able to pay the athletic extracurricular fee with his or her school fees.* Please note the online payment site is more suited for a laptop, but the Payschool app is formatted for a mobile device.

Please note that certain school fees can be waived if your child is approved for the Free/Reduced Lunch Program. The form is available at <https://www.perrysburgschools.net/FreeReducedMealApplication.aspx> or paper copies may be obtained at Central Office located at 140 East Indiana Avenue, Perrysburg, OH or at the high school cafeteria. A new form MUST be completed every year. For questions regarding this program, please contact Denise Zieleske, Child Nutrition Director, at 419-874-9131, ext. 2138 or via email at [dzieleske@perrysburgschools.net](mailto:dzieleske@perrysburgschools.net). Students who meet the income guidelines for free and reduced-price meals are eligible to have their charges waived for general fee, class fee, course fees, and current laptop assessment.

### **2022-2023 YEARBOOK DISTRIBUTION.**

Yearbooks will be distributed to students who pre-ordered them on Wednesday, August 23 and Wednesday, August 30 from 1:45-3:30 (this is period 11 and the early release period). Students will need to present a photo ID to receive their book. A limited supply of extra copies of 2022-2023 yearbooks will be available for purchase for \$85 per book on a first-come, first-served basis. Graduated seniors will have their books mailed home over the summer.

### **2023-2024 YEARBOOK & SENIOR RECOGNITION ADS**

The 2023-2024 yearbook will go on sale in the fall. You may purchase one at [www.jostens.com](http://www.jostens.com) for \$80 through the end of December. On January 1, the price will increase to \$85.

A tradition at Perrysburg High School is to include Senior Recognition Ads in the yearbook. As parents/guardians, you may show your soon-to-be graduates your appreciation and gratitude by placing a personal message in a special section of the *Black & Gold* yearbook. You may congratulate them on their achievements, wish them luck or give them that last piece of advice. [Click here](#) for information about Senior Recognition Ads and how to reserve your ad space.

### **INDIVIDUAL YEARBOOK PHOTOGRAPHS & STUDENT IDs**

Professional photographers from JPix will be taking pictures of our Penta Career Center students, Grade 9 students and any new high school student grades (10-12) at the Link Crew orientation days on **August 15 and August 16**. Current PHS students in Grades 10-12 or any student who may have missed the Link Crew orientation days will be photographed on **September 25** during the student lunches or during the morning study halls. The pictures will be for Student IDs and for inclusion in the PHS yearbook. Note: Student IDs are necessary for Penta Career Center students and other PHS students who plan to attend Athletic events and participate in Athletics. The ordering information for school pictures for freshmen, sophomores and juniors will be sent to parents/guardians after picture day.

### **SENIOR YEARBOOK PORTRAITS**

It's a tradition at PHS for seniors to be photographed in a formal setting. Impulse Studio is scheduled to take

portraits of the Class of 2024 on **July 27, 28, and 31, 2023** at PHS in the Auxiliary Gym (door 44). Appointments take just 5 minutes and are free of charge. Please book your rising senior's appointment as soon as possible by clicking [here](#). If your rising senior will not be in town or cannot be photographed on these July dates, plan on being photographed Tuesday, November 7, 2023. A sign up sheet for the makeup date will come out this fall. Please be aware that seniors are expected to dress appropriately in these portraits. This means collared shirts, suit jackets optional. No spaghetti straps, halter tops or strapless shirts. The photographer offers the "black drape" top for a more classic look. Hats are not permitted in senior portraits. Board approved dress code guidelines should be followed. Please refer to page 49 of the school [handbook](#) for additional guidelines.

### **EMERGENCY MEDICAL AUTHORIZATION AND PARENTAL CONSENT FORMS**

The high school is required to have updated emergency medical forms and parental consent forms on each student enrolled at the high school. This includes Penta Career Center students and students attending an alternate placement. These forms should be completed through FinalForms online prior to August 1, 2023.

### **NAME ON DIPLOMA (SENIORS ONLY)**

Please note that for students who will be graduating this school year, we will be ordering diplomas with the name that appears on the student's birth certificate. For requests for the diploma to appear differently (i.e., no middle name or middle initial), please contact the high school for a diploma name change form.

### **IMMUNIZATIONS**

For incoming seniors, Ohio state law requires that students must submit documentation of having had a meningococcal (serogroups A, C, W, Y) immunization that would have been given on or after their 16th birthday. Many students may have received one prior to age 16 years of age. However, they will need a second one to meet the requirement for this upcoming school year. This can be submitted to the high school nurse, Debbie Reddick. If you have any questions, please contact her by email at [dreddick@perrysburgschools.net](mailto:dreddick@perrysburgschools.net) or by phone at 419-874-3181, extension 5010.

If your high school student (9th through 12th graders) has received the Covid-19 vaccination and you have not yet submitted documentation of that immunization, please email a copy of their card to the school nurse or send in a copy when school starts.

### **MEDICATIONS**

For students who require medication to be administered during the school day, please submit the medication use form to the school nurse, Debbie Reddick. It is located at <http://www.neola.com/perrysburg-oh/search/forms/fm5330F1.pdf> or printed copies of the form will be available at the high school office beginning August 7, 2023.

Any parent/guardian wishing to fill out an Over-The-Counter Medication form to allow designated staff to administer school stock Ibuprofen or Acetaminophen to your child as needed will need to complete page two of the medication forms. These completed forms will need to be returned to the school nurse.

### **PARKING PERMITS**

Please note that only students with Perrysburg High School parking permits will be allowed to park on school property. Cars without permits will be subject to fines and towing at the owner's expense. (Towing information is listed on the sign displayed in the lot.) Students parking without permits will be subject to school disciplinary consequences. Students who meet the criteria may apply for a parking permit through FinalForms. Carpooling is encouraged. After school jobs have NO impact on parking permits.

Note: A valid driver's license will be required by each student who has applied for a parking permit and must be presented when purchasing a parking permit. The parking permit fee is **\$25.00**. All students requesting to park at the high school during school hours **MUST have a parking permit visible PRIOR to parking**. The student/parent agreement form must be signed as well. Students should register for a parking permit through FinalForms, and the fee will be assessed to the student's account. The parking permits will be distributed the first few days of school to the students.

### **SCHOOL SUPPLY LISTS**

The students will receive a list of supplies that may be needed for individual classes the first week of school. These lists will be provided by the individual teachers.

### **FALL SPORTS CODE OF CONDUCT MEETING**

The Fall Sports Code of Conduct Meeting will be held on August 9, 2023, from 6-7 p.m. in the High School Auditorium. All Fall Athletes that made a roster spot and at least one parent/guardian must attend.

In addition, prior to the first day of tryouts/practice, parent(s)/guardian(s) and the student must complete all items in Final Forms, and the student must submit a current physical to either the head coach or athletic trainer. Below are links to the forms.

<https://www.ohsaa.org/medicine/physicalexamform>

<https://perrysburg-oh.finalforms.com/>

### **ATHLETIC PASSES**

For students and/or families that wish to purchase athletic passes, we will be using Home Town ticketing. For further information and pricing, please select the following link: <https://www.perrysburgschools.net/OnlineTicketPurchase.aspx>.

### **CLUB & COMMUNITY ORGANIZATIONS INFORMATION**

We wanted to share with you that school and community organizations have information available on our back-to-school webpage. These groups include [Parents Helping Students/Staff Parents' Group](#), [Perrysburg Athletic Boosters](#), and [Vocal Music](#). For more information regarding these organizations, please select the hyperlinks listed for the particular organization.

If you have questions, please do not hesitate to contact the high school at 419-874-3181, ext. 5187 on July 24 and July 26 from 8 a.m. to 2:30 p.m. or 419-874-3181, ext. 5008 on Tuesday, July 25 or Thursday, July 27 from 9 a.m. to 11:30 a.m. The high school main office will be open starting August 1 from 7:30 a.m to 3:30 p.m. Thank you for your support. Go Jackets!

Sincerely,

Aaron Cookson  
Principal