



Perrysburg Schools

Perrysburg High School
13385 Roachton Road
Perrysburg, Ohio 43551
419-874-3181
Fax: 419-872-8813

July 22, 2021

Dear Parent or Guardian,

As we are beginning our preparations for the 2021-2022 school year, I wanted to share with you how happy I am to start my first year back in Perrysburg. As we look forward to August and the start of school, we wanted to share some important information with you. The 2021-22 Perrysburg High School Back-To-School forms for grades 9-12 will be online through FinalForms. The online registration is now open for the 2021-22 school year. This system is for all PHS students, including our Penta Career Center students, 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. FinalForms is the information the school uses to communicate with families via email and phone and needs to be updated yearly 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>

Click the link below to start your online registration.

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

If your student **has never attended Perrysburg or is new to the school district**, please select the following link to fill out the New Student Enrollment forms to enroll with Perrysburg Schools:

<https://secure.infosnap.com/family/Login?ReturnUrl=http%3A%2F%2Fsecure.infosnap.com%2Ffamily%2Fdirectaction&AutoLogOut=False>

After you complete the new student enrollment process with our Central Office, you will receive a link to complete Finalforms. Note: 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 to reset your password. Once you have logged in, you will see the text box to register for the 2021-2022 school year.

All parents/guardians and students must complete the online registration by August 2, 2021.

Laptop Rollout information for incoming 5th, 9th grade and any new students to the district grades 6, 7, 8, 10, 11 and 12: <https://www.perrysburgschools.net/Downloads/Laptop%20Pickup%202021.pdf>

LINK CREW ORIENTATION (FRESHMEN ONLY)

Link Crew Orientation will be held on Tuesday, August 17th and Wednesday, August 18th. *This orientation is the first required day of the school year for all incoming 9th graders.* 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-L)	Tuesday, August 17, 2021
Link Crew Orientation for Freshmen (last names beginning with M-Z)	Wednesday, August 18, 2021
ALL high school students grades 9-12	Thursday, August 19, 2021

Ensuring all students achieve their greatest potential

www.perrysburgschools.net

SCHEDULES

Schedules will be available online for students to view starting August 10, 2021. 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 will be assessed by July 26, 2021. 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 September 1, 2021 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 26, 2021. 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 26, 2021 UNTIL September 30, 2021. 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 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 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, Angie Adams, to schedule an appointment. She can be reached by email at aadams@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/Downloads/Perrysburg%20Schools%20-%20Application%20with%20Fee%20Waiver%20NSLP%202021-22.pdf> 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 Lila Szozda at the Central Office at 419-874-9131, ext. 2138 or via email at lszozda@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. For further information, please refer to the informational guidelines available on the school district website at <https://www.perrysburgschools.net/Downloads/Perrysburg%20Schools%20-%20Application%20with%20Fee%20Waiver%20NSLP%202021-22.pdf> or contact Lila Szozda directly.

2020-2021 YEARBOOK DISTRIBUTION, 2021-2022 YEARBOOK, & SENIOR RECOGNITION ADS

Rising sophomores, juniors, and seniors may pick up their pre-ordered 2020-2021 yearbooks in the PHS gym lobby on **Tuesday, August 10, 2021** from **9:00 a.m. - 5:00 p.m.** Students must present a photo ID and provide their signature before receiving their pre-ordered book. A limited supply of extra copies of 2020-21 yearbooks are available for purchase for \$80 on a first-come, first-serve basis.

For students who would like to purchase a 2021-2022 yearbook, the yearbook may be purchased online at www.jostens.com. The cost per yearbook is **\$75.00** through December 31 with the price increasing to \$80 on January 1. Jostens will handle your sale directly, which is the preferred method. You will receive an emailed receipt from the publisher. You may still purchase a yearbook at school with a check payable to Perrysburg Schools with the high school cashier's office once school begins.

Senior Recognition Ads for the yearbook are available for purchase. The PHS Yearbook staff sincerely hopes we can help families to honor graduating seniors in the Class of 2022. Last year's senior class recognized the importance of Senior Recognition Ads and filled our book with a record number of celebrations of student accomplishments and well wishes for future endeavors. The Senior Recognition Ads are something your student can hold onto forever. Please consider purchasing one. Thank you for your support of the PHS Yearbook. Please refer to the order form at www.tinyurl.com/YBSrRecAd for further details. Early-bird prices end October 1.

INDIVIDUAL YEARBOOK PHOTOGRAPHS & STUDENT IDs

Professional photographers from Lifetouch 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 17 and August 18. Current PHS students in (Grades 10-12) or any student that may have missed the Link Crew orientation days will be photographed on August 19 during the student lunches or during the morning study halls. The photos will be used for Student IDs. For grades 9-11, these photos are used 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 the school pictures for freshmen, sophomores, and juniors may be found on the school district website at <http://www.perrysburgschools.net/Downloads/PHS%20School%20Picture%20Flyer%202021-2022.pdf> or forms will be available at the high school office on August 16 for parents/guardians who wish to order school pictures.

SENIOR YEARBOOK PORTRAITS

For senior yearbook portraits, please contact Prestige Portraits to schedule your FREE portrait. Schedule your session soon! They are located inside Levis Commons at 2110 Preston Parkway. Prestige's website is <https://local.prestigeportraits.com/oh/perrysburg/2110-preston-parkway.html> or call them at 419-872-7550. This is the ONLY way your senior portrait will make it into the yearbook. Please be aware that seniors are expected to dress appropriately in these

portraits. This means collared shirts for the gentlemen and no spaghetti straps, halter tops, or strapless shirts for the ladies. Sleeveless shirts with wide straps are fine. Ladies have the option of wearing the black "draped" top available at Prestige Portraits for a more classic look. Also, neither facial piercings nor hats are acceptable.

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 2, 2021.

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 email Mrs. Horseman at shorseman@perrysburgschools.net for a diploma name change form or by phone at 419-874-3181, extension 5187.

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 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/fm5330E1.pdf> or printed copies of the form will be available at the high school office beginning August 9, 2021.

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.

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](#), [Vocal Music](#), and [Perrysburg Theatre Boosters](#). 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 23 and July 26 from 8 a.m. to 3 p.m. or 419-874-3181, ext. 5002 on Tuesday, July 27 or Thursday, July 29 from 9 a.m. to 11:30 a.m. The high school office will be open starting August 3 from 7:30 a.m to 3:30 p.m. Thank you for your support and look forward to my first year in Perrysburg.

Sincerely,

Aaron Cookson
Principal