



Students will attend either Tuesday and Thursday or Wednesday and Friday. Note: This is a change from the information sent earlier from the district.

July 24, 2020

Re: Student Name: <<First Name>> <<Last Name>>
Student ID Number: <<Student Id>>
Student Email: <<Student_Web_ID>>@perrysburgstudents.net

Dear Parent or Guardian,

We are beginning our preparations for the 2020-2021 school year. As we look forward to August and the start of school, we wanted to take this time to share with you some important information. The 2020-21 Perrysburg High School Back-To-School forms for grades 9-12 will be online through FinalForms instead of the original planned registration days in August. The online registration is now open for the 2020-21 school year. This system is for all PHS students, including our Penta students, not exclusive to just our athletes.

This online registration is a requirement for all parents of new or returning 9-12 students. This MUST be completed by a parent or guardian. FinalForms is the information the school uses to communicate with parents via email and phone and has 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 district**, you will receive a link to complete the forms after you have completed the new student forms 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 this text box to register for the 2020-2021 school year.

All parents and students must complete the online registration by August 3, 2020.

Laptop Rollout information for incoming 5th, 9th grade and any new students to the district grades 6, 7, 8, 10, 11 and 12: <http://www.perrysburgschools.net/Downloads/Laptop%20Pickup%20Information%202020-2021.pdf>

LINK CREW ORIENTATION (FRESHMEN ONLY)

We will have a virtual Link Crew Orientation and an opportunity to walk your schedule. Tours will be held on **August 10-12**. Students will be allowed to sign up for times for the tours. Please watch student emails for the link to sign up. The student email is listed above, and the access password is the last five digits of the Student ID Number. The virtual meeting will be on **August 17, 2020 at 1:00 p.m.**

First Day of School:	Date:
All T/TH high school students attend	Tuesday, August 18, 2020
All W/F high school students attend	Wednesday, August 19, 2020

SCHEDULES

Schedules will be available online for students to view starting August 10, 2020 due to the cancellation of in-person high school registration this year. The assigned hybrid day for your student will be listed under the “HR” at the top of the schedule in PowerSchool. **Students will attend either Tuesday and Thursday or Wednesday and Friday. Note: This is a change from the information sent earlier from the district.** 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 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

General fees, class fees, and laptop assessments will be assessed by July 27, 2020. Parking permits 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. Please note that individual course fees will be assessed September 1, 2020 with an opportunity to pay the fees online. 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 27, 2020. **Please Note: Payments by a direct Debit/Automated Clearing House (ACH) transaction fees through PaySchools will be waived from July 27, 2020 UNTIL August 21, 2020. This does not pertain to fees 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 time. 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 school fees can be waived if your child is approved for Free/Reduced Lunch Program. The form is available at <http://www.perrysburgschools.net/Downloads/FreeOrReducedMealApplication2020-2021.pdf> or paper copies can 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 regarding free and reduced lunch meals, please refer to the informational guidelines available on the school district website at <http://www.perrysburgschools.net/Downloads/FreeOrReducedMealApplication2020-2021.pdf> OR contact Lila Szozda directly.

INDIVIDUAL YEARBOOK PHOTOGRAPHS & STUDENT IDs

Professional photographers from Lifetouch will be taking a picture of each student (Grades 9-12) on August 18 and 19 during the student lunches. The pictures will be for Student IDs and for inclusion in the PHS yearbook. Student IDs are necessary for PENTA 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 can be found on the district website at <http://www.perrysburgschools.net/Downloads/PHS%20School%20Picture%20Flyer%202020-2021.pdf> or forms will be available at the high school office on August 17 for parents/guardians who wish to order school pictures.

For senior yearbook portraits, please contact Prestige Portraits to schedule your FREE portrait, which is located inside Levis Commons at 2110 Preston Parkway. Prestige's website is <https://local.prestigeportraits.com> 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 students and students attending an alternate placement. These forms should be completed through FinalForms online prior to August 3, 2020.

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.

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 10, 2020.

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. We are reducing the cost for a parking pass to **\$15.00** for this year. 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.

ATHLETIC PASSES

Students and/or families that wish to purchase athletic passes should download the form from FinalForms and submit to the High School, Attention: Veronica Guillen. For further information regarding pricing for athletic passes, please refer to the district website at <http://www.perrysburgschools.net/Downloads/PHS%20Athletic%20Pass%20Order%20Form.pdf>.

YEARBOOKS & SENIOR RECOGNITION ADS

For students who would like to purchase a 2020-2021 yearbook, the yearbook can be purchased online at www.jostens.com. The cost per yearbook is **\$75.00**. 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. Also, there is a limited supply of the hard copy 2019-20 yearbooks available for purchase on a first come, first serve basis by contacting Joy Wagener, the Yearbook Adviser, at jwagener@perrysburgschools.net. **Note: For those students who purchased the 2019-20 yearbook, the books are shipped from the publisher directly to your mailing address between late July and early September. Please allow a few weeks for distribution through the Perrysburg Post Office.**

Senior Recognition Ads for the yearbook are available for purchase. Due to the uncertainty of our community's health and wellness this school year, the PHS Yearbook staff sincerely hopes we can help families to honor graduating seniors in the Class of 2021. 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 Class of 2021 may experience a senior year unlike any other, but yearbook Senior Recognition Ads will remain in place. They are something your student can hold on to forever. Please consider purchasing one. Thank you for your support of PHS Yearbook. Please refer to the order form at <http://www.perrysburgschools.net/Downloads/Yearbook%20Senior%20Recognition%20Ad%20Order%20Form%202020-2021.pdf> for further details.

CLUB & COMMUNITY ORGANIZATIONS INFORMATION

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

We are still working on arrival and departure protocols and will send information at a later date. If you have questions, please do not hesitate to contact the high school at 419-874-3181, ext. 5187 on July 24 and July 27 from 8 a.m. to 3 p.m. or 419-874-3181, ext. 5005 on Tuesday, July 28 or Thursday, July 30 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 continued support.

Sincerely,

Dr. Michael P. Short
Principal