

Registration To-Do List

Registration 2011 forms will be posted online at www.lwsd.org/school/ics by July 1st.

Steps to prepare for registration day, **August 31st** (10:00am to 2:00pm in the school lunchroom):

1. Print each form that applies to your scholar.
2. Complete forms; attach a check for the total fees. Be sure to note whether your checks are to be made payable to ICS, ICS ASB, or ICS PTSA.
3. LifeTouch will mail order forms to your home and you may order copies of school photos directly from them.
 - **Include the student name on the memo line of your checks.**
 - ICS Camp (7th-9th) forms/fees are due **August 15th**. Parent Information Night is **Sept. 2 at 7PM** in the gym.
 - **Even if there is a later deadline, use registration day to get these items turned in!**

FORM	Grades	Due Date	Required/Optional
Planning Communiqué from Dr. Livingston	all		Required for family planning
Camp Forms— Check Payable to ICS	7 th – 9 th	Aug 15th	Required
Registration Checklist	all	Aug 31 st	Required
Fee Schedule— Check Payable to ICS	all	Aug 31 st	Required
Handbook Acknowledgment	all	Aug 31 st	Required
Student Directory Form	all	Aug 31 st	Required
LWSD Info Withhold Form	all	Aug 31 st	Required
Emergency Notification Form	7 th	Aug 31 st	Required
Emergency Notification Form	8 th – 12 th	Aug 31 st	Changes Only
Family Participation Agreement	all	Aug 31 st	Required
LifeTouch—all students visit the school photographer for LWSD ID card photo	all	Aug 31 st	Required
Parking Request Form— Check Payable to ICS in office—see Lili before registration	11 th & 12 th	Aug 31 st 8AM	Optional
Yearbook Order Form—Check to ICS ASB	all	Recommended Aug 31 st	Optional
PTSA Family Donation Form & Employer Matching—Check Payable to ICS PTSA	all	Recommended Aug 31 st	Required per annual ICS agreement
PTSA Scholarship Application	all	Aug 31 st	Optional
Music Ensemble Form	all	Aug 31 st	Required for participants
Choir Form	all	Aug 31 st	Required for participants
Logo Form—Check Payable to ICS PTSA	all		Optional
ASB	all	Aug 31 st	Optional
Camp Parent Information Night	7 th – 9 th	Sept 2 7PM	Optional



Registration 2011 Checklist

Wednesday, August 31st 10:00am – 2:00pm ICS Lunchroom

REQUIRED – MUST BE SUBMITTED TO RECEIVE CLASS SCHEDULE

	THIS REGISTRATION CHECKLIST
	FEE SCHEDULE & CHECK MADE PAYABLE TO ICS
	HANDBOOK ACKNOWLEDGEMENT FORM
	STUDENT DIRECTORY FORM
	LWSD DIRECTORY INFORMATION WITHHOLD FORM
	7 TH GRADERS – EMERGENCY NOTIFICATION FORM
	FAMILY PARTICIPATION AGREEMENT
	LIFETOUCH FORM—ALL STUDENTS HAVE PHOTO TAKEN TODAY FOR DISTRICT ID

SUGGESTED – TAKE ADVANTAGE OF REGISTRATION DAY TO MANAGE THE YEAR

	PARKING REQUEST FORM, CHECK MADE PAYABLE TO ICS	11 TH , & 12 TH GRADERS (OPTIONAL)	DUE AUG 31 ST AT 8 AM IN OFFICE
	YEARBOOK ORDER FORM—CHECK MADE PAYABLE TO ICS ASB		
	PTSA FAMILY DONATION FORM		
	PTSA SCHOLARSHIP APPLICATION		
	EMERGENCY NOTIFICATION	8 TH -12 TH GRADERS	ONLY IF THERE ARE CHANGES
	MUSIC ENSEMBLE FORM		
	CHOIR FORM		
	ASB STICKER		
	LOGO ORDER FORM		

FORMS AND FEES DUE PRIOR TO REGISTRATION DAY

	CAMP CONSENT FORM—CHECK MADE PAYABLE TO ICS	7 TH , 8 TH , 9 TH GRADERS	DUE AUG 15 TH
	LIFETOUCH WILL MAIL ORDER FORM TO YOUR HOME FOR PERSONAL COPIES OF SCHOOL PHOTOS	ALL GRADES	OVER THE SUMMERTO HOMES

NOTE: CAMP PARENT INFORMATION NIGHT IS FRIDAY, SEPTEMBER 2 AT 7PM IN THE GYM