

# GILBERT HIGH SCHOOL 2016 - 2017 SCHEDULE & FEES INFORMATION



Please read ALL of the information completely.

Important: Payments for class fees and any additional purchases for student activity cards, yearbooks, and/or parking permits should be paid online by July 22, 2016.

## **STUDENT SCHEDULES & CHANGES**

A copy of your student's schedule can be found in the Student and/or Parent Portal after July 13<sup>th</sup>. Alternative classes may be listed in place of what the student requested due to the following reasons:

- Student did not meet course prerequisite(s)
- Course availability restrictions
- Conflict(s) in the student's schedule

**Before requesting a schedule change**, answer these questions:

- ✓ Is the schedule missing a period during the day?
- ✓ Is the schedule missing a prerequisite course for my grade level?
- ✓ Is the schedule missing a course I need for graduation?
- ✓ Is the schedule missing a lunch period?
- ✓ Did I attend summer school and the course I took listed on the schedule?

**Please note: There will be no changes to elective classes or lunch hours.**

If you answered **YES** to any of the schedule change questions above, follow the Schedule Change Instructions below.

### **SCHEDULE CHANGE INSTRUCTIONS**

1. Review the previous questions/reasons listed above for requesting a change. Counselors **cannot** make teacher or lunch changes.
2. **Schedule change requests should be completed online this year**, unless you do not have access to the internet; then you may request a schedule change by phone call (see Call-In Schedule Information below).

#### **ONLINE SCHEDULE CHANGE REQUEST:**

You may submit your schedule change request online at this link: <http://bit.ly/1srWKQz>  
Fill out the Online Schedule Change Request Form and submit it. A counselor will contact you if necessary.

#### **CALL-IN SCHEDULE CHANGE REQUESTS:**

<b><u>Dates</u></b>	<b><u>Grade Level</u></b>
Tues., July 19 <sup>th</sup> and Wed., July 20 <sup>th</sup> .....	12 <sup>th</sup>
Thurs., July 21 <sup>st</sup> and Mon., July 25 <sup>th</sup> .....	11 <sup>th</sup>
Tues., July 26 <sup>th</sup> and Wed., July 27 <sup>th</sup> .....	10 <sup>th</sup>
Thurs., July 28 <sup>th</sup> and Fri., July 29 <sup>th</sup> .....	9 <sup>th</sup>

3. Call **(480) 497-0177**, press **3** and listen for the next prompt.

4. Leave your name, student's full name, student identification number and the following message: **"I am requesting a schedule change and I can be reached at [Phone Number]."** Do not leave any other details. A counselor will call you back as soon as possible at which time details can be discussed.
5. Due to the number of calls counselors will be receiving - please allow 24 to 48 hours for a return call from the Counseling Department.

## **PARKING PERMIT INFORMATION**



Parking Permits are available for seniors and juniors. A completed Parking Permit Application Form and payment (online or with form) must be received by the initial due date of **July 21, 2016** for the distribution dates listed below.

Due to a limited number of parking spaces, sophomores must wait until after school begins to request a Parking Permit. Freshmen are not eligible for parking permits. Students must follow the parking rules and regulations or risk losing their parking privileges during the school year.

## **PARKING PERMIT PICK UP**

Seniors and juniors may pick up their **prepaid** parking permits at the Auditorium ticket booth on the scheduled dates and times listed below. **Important:** Payment and a completed Parking Permit Form must be received by the Bookstore at least 48 hours prior to picking up the parking permit.

<b><u>Dates</u></b>	<b><u>Time</u></b>
Wednesday, July 27, 2016 .....	10:00 a.m. – 12:00 p.m.
Friday, July 29, 2016 .....	10:00 a.m. – 12:00 p.m.
Tuesday, August 2, 2016 .....	10:00 a.m. – 12:00 p.m.

## **PAYMENTS FOR FEES AND ADDITIONAL PURCHASES**



Payments for class fees and additional purchases such as an activity card, parking permit, and/or yearbook, can be made online using your debit/credit card. (Please Note: debit/credit card payments cannot be made on a smart phone through Infinite Campus and the Bookstore cannot accept credit card payments.)

You will need to sign in to your parent or student Infinite Campus portal. If you have not set up a parent portal account, go to the following link: <http://tinyurl.com/gpsicpp>. In the Infinite Campus Portal, click the FEES tab to see the student's fees. To make payments, click the PAYMENTS tab.

Payments by check or money order can be made using the **Fee Payment Form**. All completed fee payment forms along with payments can be mailed or dropped off at our GHS Bookstore.

Cash payments (with a completed Fee Payment Form) must be hand delivered to the Bookstore so that a receipt can be issued. **DO NOT mail cash, or put cash in the Bookstore Drop Box or Book Deposit slot!** Cash days will be July 25<sup>th</sup> - 28<sup>th</sup> from 8:00 a.m. - 10:00 a.m. and July 29<sup>th</sup> from 8:00 a.m. - 11:00 a.m. or 1:00 p.m. - 3:00 p.m.

**Chromebooks** will be distributed to 9<sup>th</sup> and 10<sup>th</sup> graders; parents have the option to enroll in the district's Device Protection Plan for \$50 per year. This will cover repairs which otherwise could cost up to \$200. More information will be provided when the Chromebooks are distributed.

### **SUMMARY**

Mail in or drop off the following forms (completed and signed)  
**on or before Thursday, July 21, 2016.**

- Parking Permit Application Form (*seniors and juniors only*)
- Fee Payment Form (mail check or money order only)

### **ADDITIONAL INFORMATION**

**First Day of School:** Wednesday, August 3, 2016

**Official Schedules:** All students must pick up a **blue** schedule on the first day of school **before** their first class. The schedules will be available at designated grade level locations in the main hallways of Manzanita and Tiger Halls prior to the beginning of "A" hour (6:30 A.M.) and 1st hour (7:30 A.M.) on Wednesday, August 3, 2016.

**ID Photos:** ID Photos for student ID/Activity cards will be taken on August 18<sup>th</sup> and 19<sup>th</sup> for **ALL** students. Students must present their blue schedules upon taking their photos.

**Health Office Information:** After school begins, the Health Office will be distributing a pink Emergency Card to each student to be filled out and signed by a parent and returned to the Health Office by August 26<sup>th</sup>.

If you have received an Immunization Notice, you will need to provide the Health Office with an updated immunization record card or form by September 2, 2016.

**Freshmen Orientation & Chromebook Distribution:**

Friday, July 29<sup>th</sup> from 9:00 a.m. - 11:00 a.m. in the Auditorium.

**Sophomore Chromebook Distribution:** Friday, July 29<sup>th</sup> from 1:00 p.m. - 3:00 p.m. in the Library.

**Open House:** Monday, August 8, 2016 from 6:00 p.m. - 7:30 p.m.