

## **Returning Student Registration Process Summary**

### **Step 1**

1. Update student personal and medical information. Emailed on January 28<sup>th</sup>.
2. Sign Student Info Sheet (page 1) and Payment Policy (page 3).
3. Gather medical items needed (if applicable).
4. Return paperwork to [diane.osborn@ccschool.net](mailto:diane.osborn@ccschool.net), front desk, or drop box at Entrance A.

### **Step 2**

Pay the balance due on your account plus the \$50 registration fee, \$100 for new siblings.

**\*\*Complete both step 1 and step 2 before February 16th.**

### **Step 3**

Register your student for 21-22 with the google link starting Feb 16<sup>th</sup>. This link will be sent on Feb 15<sup>th</sup> and active on Feb 16<sup>th</sup> at 6:30am.

If you register with the link on Feb 16<sup>th</sup>, but have not returned your paperwork and payment, your time on the link will not be valid. Please return your paperwork and make your payment before Feb 16<sup>th</sup>.

Registration will open to the public February 23<sup>rd</sup>. Please keep in mind that the \$50 returning student registration fee will go up to \$100 after May 1st. Teacher selection will occur in May and will be based on the time of your registration.

If you have any questions about the registration process, please contact Diane Osborn at [diane.osborn@ccschool.net](mailto:diane.osborn@ccschool.net).