

July 16, 2010

Dear Parents and Guardians:

Another school year is almost here! We hope that everyone has had a wonderful, relaxing, and restorative summer break. We have been working hard at Downtown Magnet Academy to prepare for the upcoming school year. Registration is scheduled for 9:00-2:00 on Thursday, August 5th. We know that the registration day is always very crowded and seems to take a long time for completion.

We are offering some alternative solutions to assist you in making that process go much faster and efficiently. Please read carefully the information below and follow the steps to have an alternate registration process (Express Lane Registration!!) that will be much quicker than the Thursday, August 5th ... If you follow these directions. If you skip parts of them, or do not complete each step, you will have to come on August 5th and wait through the long lines.

Express Lane Registration Steps:

Step 1:

- PARENT OR LEGAL GUARDIAN comes to the Downtown Magnet Academy office between **9:00 a.m. - 12 noon on July 26-29 (Monday thru Thursday ONLY)**.
 - a. You must have identification (driver's license) with you.
 - b. Your child's name must be on our approved roster list provided by the school district for attendance at Downtown Magnet Academy.
 - c. **Everyone must bring two current proofs of address as required by MCSD. These must be:**
 - i. **Lease or Mortgage (Contract or Recent Payment Receipt – in your name)**
 - ii. **Current Utility Bill (Power, Gas, or Water – in your name)**
****if not in your name an affidavit must be completed at Central Registration**
This must be provided to us before we can give you the registration packet.

Upon receipt of the packet, it will be explained to you. All pages must be completed both front and back for each student that you need to register.

Step 2:

- On **Monday, August 2, we will have Express Registration from 9am -12 noon** . We will quickly check your paperwork and process it . The only area which we cannot complete prior to the regular registration day (Thursday, August 5) could be transportation. However, if you use our Express Registration, you will be given a "pass" to the transportation table for regular registration day, where you will be able to walk straight in and get that handled on August 5th which is the district wide registration day.
- Additionally, on **Wednesday, August 4th from 3-6 pm** we will offer an early registration for all parents, both those who picked up the packet early and those who need to fill out all paperwork at the school that day.
- **If you are a legal guardian, or person other than parent, coming to register a child, you must provide legal guardianship papers.**

Express Registration is very quick if you follow all of the directions properly. Our goal is to efficiently and effectively provide you with the best possible service as quickly as possible. Thank you for your help in making this possible.