

# MILLCREEK JUNIOR HIGH

## FEE PAYMENT AND FINAL REGISTRATION INSTRUCTIONS

Final registration and fee payment options are now available online. Please follow the instructions below to complete the registration process. Final registration must be completed by Monday, August 15.

**No computer, no problem** – If computer access is not available please come to the office on Monday, August 15 between 8:00 am – 1:00 pm for assistance.

There are **3** steps to complete the registration process:

1. Electronically sign all forms
2. Pay registration fees
3. Request optional locker preference and view schedule

### Step 1 - Electronically Sign ALL Forms in

Parents and students must log on to [my.DSD](http://my.DSD) to read and electronically sign the required forms.

- [Click Here](#) for instructions on how to sign the required forms.

For additional information on school policies and procedures please refer to the [student handbook](#).

### Step 2 - Pay Registration Fees

While logged onto the my.DSD guardian account pay registration fees by following the steps below:

"Student Information System" tab

- "Make Payment" (found on the left hand side of the screen)
  - "Registration Fee" –will list the general student registration fee. Please click to add the fee to the shopping cart.
  - "Fees/Fines Owed" – will list additional class fees. Please click on each fee to add it to the shopping cart.
  - "Optional Registration Fees" - Please add any additional items to your shopping cart.
    - A parent donation is available and is suggested in lieu of a school-sponsored fundraiser.
    - The P.E. uniform is not required. For your convenience, you may pay for the P.E. clothing and then pick it up in your P.E. class.
    - If students are interested in a yearbook they must be purchased by December 1<sup>st</sup> or there will be an additional \$5 late fee.
    - Please consider signing up as a member of the PTSA.

When all fees have been loaded to the shopping cart, "Proceed to Checkout" to make payment.

Checkout Payment Options - Pay by electronic check (no extra charge) or by credit card (includes 3.5% processing fee). Payments can also be made in the main office on Monday, August 15.

**Fee Waiver** - An application must be submitted, along with supporting documents, to the office no later than Monday, August 15. Fee Waiver forms are available online ([English Spanish](#)) or in the main office. Students applying for a fee waiver will not be able to see their schedule online until their application has been processed.

**Lunch Payment/Free/Reduced Lunch** – [Click here](#) for information on paying for school lunch or applying for Free or Reduced Lunch.

## Step #3 – Request Optional Locker Preference and View Schedule

Schedules and locker assignments will be available through the my.DSD account on Friday, August 12 at 5:00 pm for those that have completed the registration process.

- [Click here](#) for information on requesting an upper or lower locker. This must be completed by Tuesday, August 9 for locker preference consideration.
- [Click here](#) for information on how to see student schedules and assigned lockers (steps #1 and #2 must be completed first).
- On Monday, August 15 from 8:00 am - 1:00 pm students are invited to come to the school to try their lockers and find their classrooms. Staff will be available to answer any questions.

## Additional Information

**PTSA Membership - Volunteering** - Please consider signing up as a member of the Millcreek Junior High School PTA. Volunteer with the PTA by filling out the [PTA Volunteer Opportunities Survey](#) or download the [PTA Volunteer Opportunities Form](#) and send the completed form to the main office.

**Schedule Change Information** – Schedule changes, for reasons other than not having enough classes or having a duplicate class, will result in a \$10.00 fee that can be paid with cash or check. If students need to change their schedule, please follow the options below:

1. Schedule Change Form - Complete a [Schedule Change Request Form](#) and turn it into the Counseling Center with your payment attached. Counselors will begin to look at schedule changes beginning Monday, August 15.
2. Schedule an Appointment – Beginning August 8<sup>th</sup> appointments can be scheduled with a counselor through my.DSD. Appointments will be available on Monday, August 15 and Tuesday, August 16. To schedule an appointment through the my.DSD guardian account follow the path below:  
"Student Information System" tab
  - "Tool" (found on the left hand side of the screen)
  - "Appointment Scheduler" –times can then be selected to meet with a counselor

**Bus Information** – To see if a student qualifies for school busing, please go to the student's my.DSD account and follow the path below:

- "Student Information System" tab
- "Reports" (found on the left hand side of the screen)
  - "Transportation Information"

This information may not be available from the District until a few days before school starts. For additional busing information, please see Millcreek Junior High's [webpage](#).

**Calendar of Events** - Be sure to visit the Millcreek Junior High School Calendar found on the school's homepage for important dates and times of events. <http://www.davis.k12.ut.us/411>

**Back to School Bash** - The PTA's Back to School Bash will be Monday, August 15 from 12:00 pm - 1:00 pm. Come ready for fun, friends, food, and water games - be sure to wear clothes that can get wet, but are school appropriate.

**Back to School Night** - Back to School Night will be Monday, August 22 from 6:00 pm - 7:15 pm. Please go straight to the student's first period class, where we will begin promptly at 6:00 pm by watching a video announcement. Students and parents will then rotate through and visit every teacher by assigned period. Parking is limited so please plan accordingly.

**First Day of School** - School will begin Wednesday, August 24 with the tardy bell ringing at 8:10 am and school ending at 2:55 pm.