

PROCTOR ELEMENTARY SCHOOL REGISTRATION 2009-2010







Dear Proctor Families,

Welcome to the 2009/2010 school year!

In this packet are the forms and information needed to register your student(s) for the upcoming school year. The packet contains informational documents, as well as school and PTA forms which need to be returned on one of our scheduled registration dates (see other side). Proctor School and PTA volunteers have worked hard to make the registration process as easy as possible for you; but we rely on you to thoroughly review all documents and have them ready when you come to register your student(s).

If you are missing a form, or need an additional copy, you can find all forms on the PTA website at <http://www.proctorpta.org/>. Hard copies will also be available at registration and are in the school office.

In an effort to reduce paper waste, we have made several changes to your registration packet from previous years, please note the following:

-  There are some forms (such as permission to administer medication or permission to carry an inhaler), which are not included in the packets. If your student needs one of these forms, and did not get one when you picked up your packet, they can be found online (see above), in the school office & will also be available at registration.
-  Information is printed on both sides of many documents. Please be sure to check the back side of **all** pages!
-  In some cases, we have combined 2 or more forms on one page. We did our best to clearly distinguish the two forms, but be sure to read everything thoroughly.
-  For families with more than one student at Proctor, there are no longer duplicate copies of informational documents and forms of which we require only one copy per family.
-  Your packet includes a **“payment form”**. This has been included to allow each family to only write one check to the PTA for all donations & payments. You no longer need to write multiple checks for membership, direct donation, apparel purchases, etc...!
-  New this school year...in addition to voting and membership privileges, PTA membership comes with a new BENEFIT! For your \$10 PTA membership donation (see payment form to join), you will receive 10% off of many PTA items! This includes all t-shirts & sweatshirts (including extra walk-a-thon shirts), community discount cards (see enclosed flyer), Proctor dedication bricks, and many other items & events throughout the school year.

Please use the checklist on the backside of this form to help organize your documents for registration. Registration dates and times are also listed on the back.

Thank you,
The Proctor PTA

Proctor School 2009 – 2010 Registration Checklist

Following are the school and PTA forms that need to be completed for registration. They are listed in the general order in which they will be returned during registration. Please bring this checklist with you, with your forms in order to make the registration process as efficient as possible.

- Walk-a-thon permission packet (one for each student)
- Library Permission Form (one for each student)
- Internet Contract Form (one for each student)
- Mac Lab Permission Form (one for each student)
- Field Trip Permission Form (one for each student)
- Field Trip Driver Form
- Megan's Law Form
- Room Rep Volunteer Form/PTA Volunteer Form
- Proctor PTA Directory Form and
Paperless Program (on back) family **must** return one)
- FAME
- Music for Minors
- MPS Form
- Castro Valley Education Foundation (CVEF)
- Save our Schools Castro Valley (SOSCV)
- Proctor School Science & Technology Booster (PSSTB)
- School Supply Order Form
- eScrip Sign-up or Renewal Form
- Proctor Apparel Order Form
- PTA Payment Form (includes membership, Direct Donation, and field trip fees)
- Yellow Emergency Information Card (one for each student)
- Student information printout (one for each student)
- Ethnicity Form (one for each student)/(new this year)

Once you arrive, you will proceed through the various stations where you can drop off completed forms, sign up to volunteer and receive program information. We look forward to seeing you next week!

Registration will be held in the school cafeteria at the following times:

Kindergarten & New Students

Wednesday, August 26:
3:30 p.m. – 4:30 p.m.

All Students

Wednesday, August 26:
4:30 p.m. – 6:30 p.m.

Thursday, August 27:
9:00 a.m. – 11:00 a.m.
3:30 p.m. – 6:30 p.m.