

# REGISTRATION UPDATE – August 2, 2017

*Parking Permit Notice (Bottom of Page)*

**REGISTRATION – Door 3**  
Tuesday, August 8, 2017  
8 am - 6 pm  
Grades 9 and 10

**REGISTRATION – Door 3**  
Wednesday, August 9, 2017  
8 am – 6 pm  
Grades 11 and 12

**REGISTRATION MAKE UP – Door 3**  
Tuesday, August 15, 2017  
Wednesday, August 16, 2017  
Thursday, August 17, 2017

**FRESHMEN ORIENTATION – Pickard Auditorium**  
(building open for all students for self-tours)  
Thursday, August 24, 2017  
5 pm

**PHOTO ID MAKE UP DAY – Pickard Auditorium**  
Friday, September 1, 2017  
8 am – 3 pm

**PHOTO RETAKE DAY – Pickard Auditorium**  
Tuesday, October 10, 2017  
10 am – 2 pm

Thank you to all the families that have completed the online registration. Any family that has not completed the online registration will be expected to complete the online registration process at registration. Computers will be available for your use. This process can take anywhere from 5-20 minutes, depending on your situation. A guardian **MUST** be present to complete the process.

**To complete online registration**, log in to [www.neenah.k12.wi.us](http://www.neenah.k12.wi.us) and in the upper right hand corner in the red box, select **Parent Portal**. If using **Parent Portal** for the first time, you need an activation code. Email [campus@neenah.k12.wi.us](mailto:campus@neenah.k12.wi.us) for assistance.

**To complete payments**, families are encouraged to use the online payments portal to save themselves waiting time at NHS. Online payments can be found at [www.neenah.k12.wi.us](http://www.neenah.k12.wi.us) and in the upper right hand corner in the red box, select **Online Payments**. Your username for the Online Payments is the same as your Parent Portal username. If not using **Online Payments** portal, only cash and check will be received on registration day.

If you have not completed registering online, and will be registering at the high school, before the Registration date, please log in to your own personal email (Yahoo, Gmail, etc.) to be sure you have access. If you cannot log in, follow the instructions to request your username and reset your password. At registration, if there are issues with logging in, you may need to access your personal email login.

## Required registration forms located online on the PARENT PORTAL:

- Demographics (to update addresses, phones, emergency contacts, etc.)
- Tech/Chromebook Agreements
- Junior/Senior Release Opt-Out forms
- Science Contracts
- Photo and Directory Authorization/Release
- WIAA Sports and Activities forms

## Optional forms located at Registration stations:

- Chartwells Food Services
- Network Photography
- Health/Medical Health Plans, Immunization Records, Medical Authorizations
- Parking Permit Applications
- Counselors/Student Schedules

## **PARKING PERMITS:**

**Do not make payments on Online Payment portal if you do NOT have a submitted application!**

- If a Parking Permit Application was turned in by May 1, 2017, make payments on the Online Payments portal with debit or credit card prior to August 7, or at Registration fee registers with Cash or Check made payable to NJSD.
- If your student did **NOT** turn in a Parking Permit Application, permits will be sold at Registration **Wednesday, August 9, 2017** with Cash or Check **ONLY**.
- For questions, contact [Carla.McKerchie@neenah.k12.wi.us](mailto:Carla.McKerchie@neenah.k12.wi.us), or 920-751-6900, x16106.

## **REGISTRATION PROCESS**

### **Select one of the three options below for registration**

#### **OPTION 1**

**REGISTER BEFORE AUGUST 8**  
**PAY FEES ONLINE**  
**(debit/credit card)**

**FAST PASS - Minimal Wait Lines**

**Pre-Registered Online = YES**  
**Pre-Paid Fees Online = YES**

- [www.neenah.k12.wi.us](http://www.neenah.k12.wi.us)
- Using **PARENT PORTAL**, complete online registration and **SUBMIT** (prior to event)
- Using **ONLINE PAYMENTS** portal, pay fees online / Print receipt
- **Attend registration day**  
(bring receipt or picture of receipt on your phone)
- Enter **FASTPASS line**
- Receipt reviewed
- Enter photography line

#### **OPTION 2**

**REGISTER BEFORE AUGUST 8**  
**PAY FEES AT REGISTRATION**  
**(cash/check/debit/credit)**

Expect **Longer** Wait Lines

**Pre-Registered Online = YES**  
**Pre-Paid Fees Online = NO**

- [www.neenah.k12.wi.us](http://www.neenah.k12.wi.us)
- Using **PARENT PORTAL**, complete online registration and **SUBMIT** (prior to event)
- **Attend registration day**
- Enter and wait in **FEE line**
- Enter **FEE PAYMENT line**
- Pay fees at register with Cash or Check.  
  
A limited number of computers will be available for you to log in and pay with a Debit or Credit Card; **However, we strongly suggest you pay fees prior to attending registration and enter the FAST PASS lines to decrease wait times.**
- Review receipt
- Enter photography line.

#### **OPTION 3**

**REGISTER AT REGISTRATION**  
**PAY FEES AT REGISTRATION**  
**(cash/check/debit/credit)**

Expect **Longest** Wait Lines

**Pre-Registered Online = NO**  
**Pre-Paid Fees Online = NO**

- **Attend registration day**
- Enter and wait in **FEE line**
- Wait in **COMPUTER line** (to sit and complete online registration.)
- Using **PARENT PORTAL**, complete online registration and **SUBMIT**
- If paying with Debit or Credit Card, use **ONLINE PAYMENTS** Portal
- Enter and wait in **FEE line**
- Enter **FEE PAYMENT line**
- Pay fees at register (Cash or Check)
- Review receipt
- Enter photography line.

#### **NOTE:**

*If special accommodations are needed, please contact Neenah High School **PRIOR TO AUGUST 8**, Carla McKerchie, 920-751-6900, x16106, or email [carla.mckerchie@neenah.k12.wi.us](mailto:carla.mckerchie@neenah.k12.wi.us)*