Dear Andover High School Parents/Guardians:

Welcome to the beginning of the 2019-2020 school year. We will be using PowerSchool Registration and are excited to continue streamlining and simplifying the enrollment process for parents and school employees. Below you will find all the information you need for the 2019-20 enrollment:

**Online registration begins July 23:** Registration opens around noon. Information will be sent out via email in July notifying you that online registration is open along with instructions to guide you through the Power School Registration process. If you do not have access to a computer, you may come to the High School, District Office or Andover Public Library to complete the Power School Registration.

**Complete the on-line enrollment and payment by Friday, August 9th**

- **Transportation Deadline to Enroll:** In order to start the year with smooth bus routes, we ask that parents register their students for transportation prior to Aug. 2. If signing up after this date, your student will not be allowed to ride the bus for the first two weeks of school. Late transportation enrollments will begin busing Aug. 28. Route information will be available to parents who register by the Aug. 2 deadline in PowerSchool as early as Aug. 8.

- **Sept. 2 Deadline to Enroll:** In order to have up-to-date student information, Andover Public Schools has a deadline for enrollment Sept. 2. After Sept. 6, students with incomplete enrollment forms will not have access to the district network, and will be unable to log in to school computers or use their Google accounts. Once enrollment is completed, students will regain access to technology.

- **School Messenger:** Andover Public Schools utilizes the School Messenger system to deliver e-mails, voice messages, and text messages straight to your mobile phone with important information about events, school closings, safety alerts and more! School Messenger is compliant with the Student Privacy Pledge, so you can rest assured that your information is safe and will never be given or sold to anyone. Stay tuned for more information.

**CareDox:** CareDox’s online platform allows parents the convenience of completing student health profiles electronically and updating changes yearly and as needed. CareDox ensures peace of mind for parents through real-time notifications when their student visits the nurse and mobile access to their student’s information.

- **Nurses’ Corner:** If you received a letter from the Health Room regarding immunizations your child needs over the summer, please remember to have your student receive the vaccine, and turn the immunization verification into your school office/health room in August.

**Counselor Hours:** Counselors will be returning on Thursday, August 1st. Their schedule is as follows:

- July 31st, August 1st & 2nd – **New students to the district by appointment only.** 9am-12pm and 1pm-4pm Please bring a copy of your child’s transcript or you may have one sent to AHS our registrar: swans@usd385.org
- August 5th – 9th – All returning students, appointment preferred 8 am-12pm and 1pm-4pm
- August 12th – 14th – Counselors are in meetings.

**Questions about enrollment?**
Visit [www.usd385.org/enroll](http://www.usd385.org/enroll) for directions, FAQs and more, or contact us by emailing swans@usd385.org or by calling the office at 316-218-4203.

**Additionally, below are items unrelated to enrollment for 2019-2020, but important for the start of school:**

**School-wide Communication Outlets:** Website, Trojan Topics, and E-mailed Announcements

1) Our website is regularly updated with pertinent information and the calendar on the homepage is the best way to keep track of coming events or rescheduled events.

2) We utilize a school publication, Trojan Topics. These are sent weekly to you to streamline communication of events and activities happening school-wide on campus. E-mails for Trojan Topics are sent through Power School so please do not unsubscribe from this bulletin. We also utilize Power School for unplanned alerts during emergencies.

   a. If ever you lose the e-mail for the current week’s Trojan Topics, visit our website under ‘Parent Links.’ An archive of each week’s Trojan Topics will also be housed under ‘Activities’ on our website.

3) You can set alerts for daily, weekly, or monthly announcements within Power School known as Daily Bulletin. Please email one of our office assistants and they can send you a ‘How To’ document that shows you how to access this communication avenue.

**Policy Changes for 2019-2020:** Many of you returning to AHS for this school year will notice adjustments in a few procedures as we strive toward excellence in the implementation of district policy. If you are so inclined to see what’s changing (or would like exposure to what’s happening if you’re new), please visit [https://sites.google.com/usd385.org/ahs2019handbook](https://sites.google.com/usd385.org/ahs2019handbook).

**Beginning of school schedule:** - **Buses will run normal routes both days**
Thursday, August 15 (7:50-2:50): Orientation day for ALL incoming freshman and students new to the district 385 in grades 9-12
Friday, August 16 (7:50-2:50): First day of school for ALL students.
Meet Your Teacher Night is scheduled for Thursday, August 15, from 5:30 p.m. – 7:00 p.m. meet your child’s teachers, your high school staff, and attend important meetings! Your attendance is vital to the strong high school parent support we enjoy!

I am looking forward to a great year!
Dr. Kristen Kuhlmann, Principal