

LPMS Processing Checklist 2019-2020

BEFORE PROCESSING: Print your student's schedule WITH locker combo and fee billing statement. You will need these to process.

****If you did not complete the online annual update, you will be required to complete the required paperwork.**

Station 1: SCHOOL INFORMATION

- Pick up information about LPMS dress code, Adopt D38, supply lists, etc.

Station 2 & 3: GET INVOLVED

- Stop by the PTO/BAC tables to get information about how you can help our students and our school!

Station 4: SCHOOL PICTURES – DRESS ACCORDINGLY!

- This will also be the picture for your student ID and yearbook
- Credit Card payments will be accepted

Station 5: TRANSPORTATION

- Pay for transportation in advance
- Pickup new bus pass

Station 6: ATHLETIC FORMS (This year Volleyball, Football, and X-Country athletics will begin on August 12th, please make sure that all documentation is turned into Ms. Prosseda prior to the 1st day of PRACTICE.)

- Turn in athletic forms for **FALL sports only** (Volleyball, Cross-Country, Football)
 - **Make separate check payable to: LPMS**
 - **\$125 Football; \$80 Cross Country or Volleyball**
 - Physical form, eligibility form, contract and waiver (Forms can be found on the LPMS website under Athletics)

Station 7: FOOD SERVICE – Available if you would like to put money into your child's account.

- **Make separate check payable to: LPHLP (Lewis-Palmer Hot Lunch Program)**

Station 8: YEARBOOK - Order a 2019-2020 School Yearbook (order form is on the LPMS website).

- **Make separate check payable to: LPMS \$35**

Station 9: FEES - Pay for planner, class fees, etc.

- **You can pay fees online; if you do, please bring a copy of your \$0 balance fee statement**
- **Make check payable to: LPMS**

Station 10: ID PICKUP – pickup your student ID! The first ID is free; any replacements throughout the school year are \$5 each. ID's are required for school dances.

Station 11: COMPUTER LAB – Upstairs 619/Downstairs in 113

- Students enrolled in LPSD for 19-20 will need to log on to a computer and verify/change their password

Station 12: LIBRARY – Upstairs

- Pick up textbooks
- Put books and any supplies in your locker