

SJ WELSH

Regular Registration

2020-2021 SCHOOL YEAR

Drive Thru Procedures

*****SJ WELSH DOES NOT ACCEPT PERSONAL CHECKS*****

Tuesday, August 4, 2020 (8:30 am – 11:00 am)

8:30 am – 9:15 am Last Name begins with A through I

9:15 am – 10:00 am Last Name begins with J through R

10:00 am – 10:45 am Last Name begins with S through Z

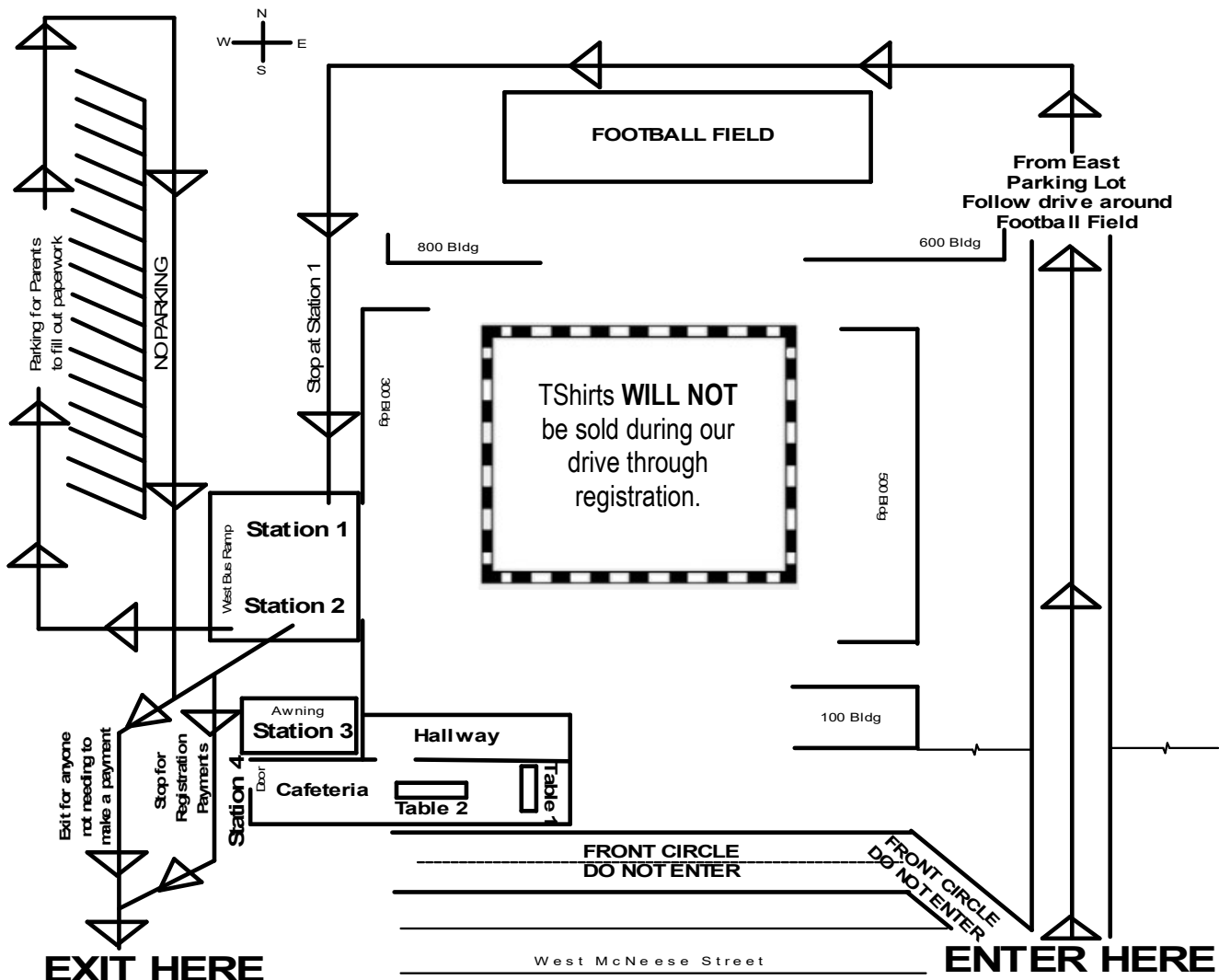
Wednesday, August 5, 2020 (4:30 pm – 7:00 pm)

4:30 pm – 5:15 pm Last Name begins with A through I

5:15 pm – 6:00 pm Last Name begins with J through R

6:00 pm – 6:45 pm Last Name begins with S through Z

Students in the same family w/different last names - register during the oldest student's scheduled time
 Due to current Covid-19 restrictions, we must limit access to the cafeteria. **DO NOT GET OUT OF YOUR VEHICLE UNTIL DIRECTION IS GIVEN FROM A STATION ATTENDANT.** Only one person from the family of a "NEW" student to CPSB will be allowed to enter the building. This can be a parent/guardian or the student. All others will have to remain in their car. Person entering the building **MUST** wear a mask and will have their hands sanitized before entering the building.



HOW TO KNOW WHERE YOUR STUDENT IS ENROLLED:

- Log into your student's Student Progress Center (<https://jcampus.cpsb.org/progress/>)
- If you have an account and don't remember your User Name, call your child's school for a "hint" to your user name.
- If you know your User Name but cannot remember your password, click FORGOT PASSWORD? to reset your password.
- Update/verify your student's personal information, home address, mailing address, and phone numbers (this **MUST** be done at the beginning of each new school year).
- Save the updated information and you will be directed to your student's Information page.
- This page will indicate where your student is enrolled for the 2020-2021 school year.
 - a. If you changed your student's physical or mailing address and do not have a Permit, **YOU MUST GO TO CWA TO GET AN UPDATED PERMIT** (<https://www.cpsb.org/Page/455>) Bring the permit from CWA to SJW; the school will verify the address change or the Out of Zone status from your permit and approve the update.
 - b. If your student is enrolled at a school other than SJ Welsh, you must bring your permit from CWA so that the **ENROLLMENT** can be changed to SJW.
 - c. If you do not have an approved permit, you will need to get one from CWA (<https://www.cpsb.org/Page/455>) or report to your student's **ENROLLMENT** school to complete the registration process.

SJ WELSH DRIVE-THRU REGISTRATION

1. Parents who have students **ENROLLED** at SJW may use our Online Student Payment system (OSP) to pay their **REGISTRATION** fees (<https://osp.osmsinc.com/CalcasieuLA/>). You have now completed the registration process and nothing further is necessary. It is not necessary to come to either of our Regular Registration days. Your student will be listed on our Homeroom List that will be posted by 7 pm the night before school starts and will be given a schedule on the first day of school.
2. A student who is listed on our student roster is **ENROLLED** at SJW.
3. A student who is listed on our student roster **and** has paid their registration fee (\$45) is **REGISTERED** at SJW for the 2020-2021 school year.
4. Students who are **REGISTERED** at SJW have completed the registration process and nothing further is necessary. It is not necessary to come to either of our Regular Registration days. Your student will be listed on our Homeroom List that will be posted by 7 pm the night before school starts and will be given a schedule on the first day of school.
5. Parents who have students **ENROLLED** at SJW and choose not to use OSP will have to come during their assigned time to one of our drive-thru registration days to pay their student's fees. We accept cash or money order only.
6. Students who were not in attendance at a CPSB school in March 2020 will need to have a Permit to Register or an Out of Zone Permit from Child Welfare and Attendance (CWA) before their **ENROLLMENT** and **REGISTRATION** process may begin (<https://www.cpsb.org/Page/455>). These students are considered "NEW" students because they are new to CPSB even if they attended a CPSB school prior to the 2019-2020 school year.
7. NEW students will let the attendant at STATION 1 know that they are NEW and have their Permit from CWA.
8. Station and Table attendants **WILL NOT** take any schedule requests.