



Millard West High School · 5710 So. 176th Ave. · Omaha, NE 68135-2268
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July 19, 2018

To: Primary Parent/Guardians of Students Registered to attend Millard West High School for 2018-19

From: Greg Tiemann, Ed. D., Millard West Principal

RE: Back to School Process

Dear Millard West Parent/Guardian,

Greetings and welcome to the 2018-19 school year! Enclosed in this email are important dates and information I need to share with you before the first day of school on August 13 (9th grade) and August 14 (All grades). Please read the entire email and important attachments regarding payments, school pictures, class shirts, post prom, and parent booster groups.

Back to School Process

The Dates of the Back to School process are August 8 (8:00 am -3:00 pm) and August 9 (12:00-8:00 pm).

The main purposes of the Back to School Process:

1. Make cash/check payments for fees (1:1 computer loss agreement - \$20, parking - \$35, activity/spectator pass - \$40, 12th grade transcript - \$5, activity/athletic participation - \$25). Families of returning students will have the option to pay online for these items through RevTrak in the Infinite Campus Parent Portal (Instructions will be made available in the Infinite Campus parent portal). Families of new students will not have RevTrak set up to make online payments.

2. Turn in the Athletics Physical form (Activities include cheer, dance, & lacrosse) with physician's signature. Please fill out the Athletic Pre-participation clearance form, print it off and make sure it is signed by the attending physician. The Activity & Participation link: [Sports Physicals](#).

3. Take school pictures with Martin Photography (picture order form): [MILLARD WEST HS REGISTRATION PICTURE ORDER FORM](#)

4. Promote parent involvement with Post Prom & Booster Clubs (information):

At the Open House on August 9, a Parent Engagement Social will be held from 7:30-8:30 in the Commons with information about the Millard West Booster Club, Post Prom, and other parent groups. Please consider joining or contributing to the Booster Clubs and Post Prom Committee.

(Booster Club membership form): <https://www.memberplanet.com/mwbc>

(Post Prom Information and signup form):

[Post Prom Needs You!](#)

5. Purchase the *Prowler* Yearbook and Class Shirts (order information):

[2019 Prowler Yearbook Sales Form](#)

[Class of 2019 Senior Picture Form](#)

[Class of 2019 Senior Tribute Form](#)

[Millard West Class Shirts Order Form](#)

Registration through Online Registration (OLR) Tool

All registrations need to be completed before the Back to School process through the Infinite Campus (IC) [Online Registration \(OLR\) tool](#). **No paper registration forms will be collected in the Back to School process.** Computers will be available at the Back to School process for families to fill out the OLR.

You will be receiving a separate email if we have not received your OLR registration by August 8 or 9th. If you need assistance accessing your account, please contact Deana Hilliard at dahilliard@mpsomaha.org or call 402-715-6091.

Class Schedules

Class schedules will only be available through Infinite Campus portal, starting Thursday, August 9. Class schedules will not be printed off or picked up at the school.

Open House

We invite you and your student to the Open House on **Thursday, August 9 (7:00-8:00)**. Please make sure to download your student's schedule through the Infinite Campus online portal or bring a printed class schedule before coming to the Open House. The evening is an open time period for students, families and teachers to make introductions from 7:00 - 8:00. Maps and directories where to find teachers will be handed as you enter the school. The Back to School Process will collect payments and paperwork till 8:00. The Guidance Office will not be available to discuss scheduling concerns this evening.

Please stop by the Parent Engagement Social from 7:30-8:30 (Commons) to learn about all the many opportunities to get involved as a parent, including information on the Booster Clubs and Post Prom.

Please click this link for the [2018-19 School Calendar](#)

We look forward to developing the leaders of tomorrow starting August 13!

Have a great school year, and Go Wildcats!