



121 N. 900 E., Springville, Utah 84663: (801)489-2820: Fax (801)489-6042 Lisa Muirbrook, Principal

July 11, 2016

Dear Parents:

It is time again to register for a new school year! This year we are implementing mail in registration. We hope this will help with possible scheduling issues for registration day and help avoid long lines.

Mail-in registration is **only** available for current Art City Elementary students (this includes kindergarten students who registered in March). All new students must come into the office and register in person. New students must bring immunizations, birth certificate and 3 forms of proof of residency (one being a lease agreement or mortgage statement).

All information for registration can be located on our website at artcity.nebo.edu under the registration tab. In order to register through mail, you must do the following:

1. Update SIS information. This **must** be done before teacher assignments are given out. **Make sure your e-mail is correct.** Instructions for updating information is on our Art City Website under the registration tab.
2. Download, print and fill out the registration form. Please include the student donation which may be paid by cash, check or online. You can find a link for online payments in our registration tab on the website.
3. Mail registration form and donation to Art City Elementary, 191 N. 900 E. and your student's teacher will be e-mailed to you on or before July 30.
4. If you qualify for Free/Reduced lunch you may fill out the form on-line or take it to the lunch department at the district office.
5. If you are living with relatives/friends or currently homeless, please include the McKinney Vento form.

August 2 is walk in registration. The PTA will be available that day and again at the Open House on August 22, 2:00-3:30 p.m. You will be able to meet your teacher at the Open House, sign up for PTA, order school t-shirts and pick up a school magnetic calendar at the Open House. Please, only one magnet per family.

We look forward to the start of a great new school year!

Thank you,

Art City Elementary