



CHARLES CITY COMMUNITY SCHOOL DISTRICT

July 17, 2020

Dear Parents or Guardians:

Charles City Community School will be doing e-registration again this year for our registration process. Registration and payment of registration fees will be completed on-line without paying additional fees. **Please see the attached information about our e-registration process and on-line payment system SchoolPay.**

On-line e-registration starts on July 27th. We encourage ALL families to do e-registration for their students. Building registration for new families or for families that don't have internet access or a computer is planned for Thursday, August 6th from 9:00 a.m. to 7:00 p.m. at the Charles City Middle School. **If you are needing to come to building registration you will need to call first to set up a time to come in. This will help to ensure we continue social distancing guidelines. Please call 641-257-6510 between the hours of 8:00 a.m. and 3:30 p.m. starting Monday, July 27th through Wednesday, August 5th to set up a time to come in. We also ask that only 1 family member comes in to do building registration unless it's otherwise scheduled.**

Families that feel they may qualify for free or reduced meals must complete an "Iowa Eligibility Application" (which is included in this packet). If you would like a waiver form please go to Food Service prior to registering your children. Beginning July 27th thru August 5th applications will be taken at 500 N. Grand Ave. (the old middle school) Office hours are 8:00 a.m. – 3:30 p.m. Monday thru Friday. If you need to schedule another time to come in call 641-257-6500. On August 6th food service will be located at the Middle School, where all building registration will take place. After August 6th you can do the whole process at any of the buildings your students attend. Please have your forms completed prior to arriving.

If for some reason you are not planning on returning to Charles City Schools for the 2020-21 school year, please notify your building as soon as possible.

Questions concerning the e-registration process can be directed to 641-257-6510.

