



## CHARLES CITY COMMUNITY SCHOOL DISTRICT

July 23, 2021

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 August 2<sup>nd</sup>. 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 12<sup>th</sup> 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 don't have long wait times. Please call any of our District offices between the hours of 7:30 a.m. and 3:30 p.m. starting Monday, August 2<sup>nd</sup> to set up a time to come in.**

**Families that feel they may qualify for free or reduced meals can complete an "Iowa Eligibility Application" (which is included in this packet) to qualify for a student fee waiver form. Beginning August 2<sup>nd</sup> applications will be taken at any of our District offices between 7:30 a.m. and 3:30 p.m. If you need to schedule another time to come in call any of the offices. Please have your forms completed prior to arriving.**

If for some reason you are not planning on returning to Charles City Schools for the 2021-22 school year, please notify your building as soon as possible.

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



