



June 2022

Dear West Middle School Families,

We hope your family is having a great summer! Below you will find information and resources to prepare for the 2022-2023 school year.

ANNUAL CHECK-IN

July 5-July 29

This annual student registration update is required for all district families. The process must be completed by a guardian in the primary household (the household address used to determine residency) by July 29.

During the Annual Check-In process, you will be asked to review and update parent/guardian contact information, student health details and your emergency contact's information. If you have moved or your primary household address has changed, proof of residency must be brought to the District Office before it will be updated. If you have moved out of the district, please notify the District Office by calling 414-768-5880.

Annual Check-In must be completed by July 29 in order to:

- Request and secure your student's bus route
- Participate in sports or activities
- Request a student parking permit

Instructions:

- Log-in to your Infinite Campus parent portal on your computer
- Click on "More" located on the bottom left of the page
- Select "Annual Check-in"

If you have not set-up your parent portal or need assistance, please email helpdesk@ocfsd.org.

PLEASE NOTE: The Annual Check-In process cannot be completed using a mobile device or tablet. If you do not have access to a Chromebook, laptop, or desktop computer, please visit the District Office at 7630 S. 10th Street, Oak Creek, Monday - Thursday, 7:00am - 4:00pm. Only one guardian needs to be present when visiting the District Office, no appointment necessary.

BACK TO SCHOOL DETAILS:

Student Immunization Law

Wisconsin State Immunization Law (Wis. Stat. § 252.04) requires that all students must be up-to-date with [required vaccinations](#) to be compliant with state law. Parents must provide their child's school with proof of immunization. Please check your student's record with your doctor's office or the Wisconsin Immunization Registry (dhs.wisconsin.gov) and provide any updated records to your school office or immunizations@ocfsd.org by September 1. **PLEASE NOTE:** Incoming 6th grade students should receive a Tdap vaccination prior to Sept. 1.

STUDENT FEES

Registration fees can be paid using the Infinite Campus Parent Portal anytime between July 5 and September 30. The middle school registration fee is **\$80.00**. The use of Infinite Campus to pay fees is strongly encouraged (a convenience fee will be added) however, you may also pay fees with cash or check in your school office. Make checks payable to **OCWMS** and include your student's name on the check. Students may have outstanding fees or fines from previous school years. Please check the Infinite Campus parent portal for outstanding balances.

SCHOOL PICTURES

September 1 from 8am-1pm

Every 6th, 7th and 8th grade student must have a photo taken (no charge) on the first day of school.

This photo is used for the yearbook as well as your child's ID to check out library books and to purchase lunch.

School pictures can be ordered online at orders.schoolandsportpics.com.

SCHOOL LUNCH ACCOUNTS

The federal funding that provided free school meals to all students has come to an end. This means that all families will need to carry a positive balance in their children's school meal accounts to ensure that their students have the nutrition they need throughout the day to learn. You can add money to your child's lunch account online anytime through your Infinite Campus Parent Portal account.

FREE/REDUCED LUNCH APPLICATIONS

Applications will be **emailed** in July. If you wish to apply for Free/Reduced Lunch, please **mail** your completed application to the Oak Creek-Franklin Joint School District Office, ATTN: Food Service, 7630 South 10th Street, Oak Creek, WI 53154 (or use the drop-box at that location). You can also fill out the application online through your Infinite Campus Parent Portal.

MEDICATION FORMS

You can view and print the medication forms from the "Forms" page under the "Parents" tab on the at ocfsd.org/parents/forms. Please drop off these forms in our school office during Open House/6th Grade Orientation, or on the first day of school. Do not send these forms with your child.

SCHOOL SUPPLY LIST

Supply lists can be found at ocfsd.org/west-middle-school under the "Parents" tab.

STUDENT & FAMILY HANDBOOK

Handbooks are linked to online registration and are posted to your school's website under the "About Us" tab. You may also request a printed copy from your school's office.

BUS ROUTE INFORMATION

If you live within the bus zone and requested bus service during the Annual Check-In process, your child's route information will be added by GoRiteway to your Infinite Campus parent portal in late August. Please check the "Transportation" tab in your parent portal near the first day of school as modifications to bus routes are updated daily.

MIDDLE SCHOOL OPEN HOUSE

Middle School Open House (grades 6-8): August 24th, 5:30-7:30. Watch for an email with more details later this summer.