



## Montezuma Community Schools

504 N 4<sup>th</sup> Street, Montezuma, IA 50171

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*Mr. Dave Hoeger, Superintendent, Mr. Tim Hoffman, Secondary Principal  
Mr. Kurtis Hanna, Elementary Principal*

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### REGISTRATION PROCESS: 3 ways to register your children for school

1. Last year, we introduced registration via JMC. We thought it went very well and we got a lot of positive feedback on the process. We would like to open up school registration in this manner again this year. You are welcome to log onto our school website – [www.montezuma-schools.org](http://www.montezuma-schools.org). Go to the Parent Links and click on the JMC button. You will need your parent username and password to log on. If you don't know that information, you can contact us at school. PLEASE MAKE SURE THAT YOU ARE LOGGING INTO THE 18-19 SCHOOL YEAR. If you are having trouble with the username or password please contact MJ or Becky via a phone call or email.

Once you have logged in to the JMC system, click on the Register for School tab on the left hand side. The drop downs should read: Start/Continue Registration Process and Sign Forms. Start the process with the first drop down and finish the process by signing the forms. Change any information that needs to be changed. You will notice that there are some areas that you cannot change. If you see an error in one of those areas, please let us know. You will need to register each student individually, following the directions on each page.

If you choose to register in this manner, there will be no paperwork to turn in, unless you would like to fill out the Free/Reduced form and/or the Backpack Program form. We would ask that you look through the registration packet that we emailed along with this letter so that you are aware of other things related to the beginning of the year. We will also need you to pay for book fees, milk fees, etc. You can find these fees on the second page of the registration form. You can either drop a check off or put one in the mail to us. You may write one check for all fees but please be specific about what you are paying for.

2. Along with this letter, we are emailing the entire registration packet. You can choose to print off and fill out the registration form, the Over The Counter form, and any others that you might need. These forms can be dropped off or mailed in, with payment for book fees etc.

3. You can attend one of our School Registration dates on August 9<sup>th</sup> and 10<sup>th</sup> from 8 a.m. to 7 p.m. in the main office at the school. You can drop off your filled out registration forms or pick up a packet on one of those days. We will also have a few computers set up to register on our website. If you prefer to register in person and one of these dates doesn't work for you, please drop by the school office during our normal summer hours: July –Monday through Thursday, 7:30 a.m. to 3:30 p.m.; August (until school begins) Monday through Friday, 7:30 – 3:30 p.m.

If you have any questions about this process, please contact the school office – 623-5129.

Questions you may have:

- *If I buy activity tickets and I'm mailing in a check, how do I get those tickets?* For student activity cards, we will be using their student ID cards with a special sticker. Your student can drop by the office anytime to have that added. Adult activity cards can be picked up in the office anytime.
- *How do I go about purchasing a secondary yearbook?* We will be sharing that information as soon as it becomes available. You will be able to purchase a yearbook online at Jostens.
- *Do I need to fill out a concussion form every year?* No. We only need one signed concussion form on file.
- *How do I find my student's schedule?* The schedules are now viewable on your JMC parent link? Under Academics, there is a schedule tab. If there is a problem with your schedule, please contact Ms. Taylor - [etaylor@montezuma.k12.ia.us](mailto:etaylor@montezuma.k12.ia.us) The office will not be printing schedules.
- *And the most important question of all - If we don't attend one of the walk in Registration days in August, how will my elementary student know who is in their classroom or even who their teacher will be?* We will not post teacher names to elementary students until after August 1<sup>st</sup>. Check back on your JMC parent link after that date to determine your student's teacher. At the Open House, a class list will be posted of the students in each class.