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Ottawa, Illinois 61350

July, 2009

Dear Parents and Guardians of OTHS students:

We hope you and your student are having an enjoyable summer. In order to alleviate any difficulty you may have in scheduling time to register, it is now possible to mail-in or drop off required forms and pay fees throughout the summer. We are asking that the enclosed forms be completed as soon as possible, but no later than August 3, 2009. Students whose parents have returned the appropriate documents and fees may report to room 201 to pick-up their schedule, student ID, and textbooks on August 10th from 10:00 a.m.-6:00 p.m. or August 11th from 8:00 a.m.-3:00 p.m. If you prefer to wait in line, normal registration will occur on August 10th from 10:00 a.m.-6:00 p.m. and August 11th from 8:00 a.m.-3:00 p.m. in the cafeteria. The absolute last day of registration will be Aug. 13. Those students not registered by Aug. 13, may not register until Aug. 19. Please phone the guidance office to schedule an appointment, as walk-ins will not be accepted.

The following forms will need to be completed, signed, and returned (fees are also due at this time):

1. Registration form (front and back)
2. Fee statement with appropriate payment
 - Past Due Amount
 - Current Fees (text book rental, etc.) - \$80
 - Parking permit (optional) All sections on the parking form must be filled in to receive a permit. - \$40/yr.
 - Calculator (optional) - \$90
 - Yearbook (optional) - \$45
 - Pre-paid lunch (optional) - Please make out a separate check to OTHS Cafeteria.
3. Completed physical form (freshman and new students only)
4. Signed Athletic Code/Drug and Alcohol Testing form
For All sports, clubs, and organizations -- Only applies to Freshman
5. Free Lunch form (with qualifying documentation)*

The above forms (stapled together in your packet) may be mailed to OTHS or dropped off in Rm. 201 no later than August 3 during normal summer business hours (8-11:30AM or 12:30-3:00 pm Monday through Thursday). As an added convenience, you may provide credit card information to pay your fees.

***Free Lunch/Fee Waiver-** Students who qualify for free lunch automatically qualify for a fee waiver. If you automatically qualify because you have a SNAP number or a TANF number you do not have to fill out the free lunch form, but you must still fill out the Book Waiver Form. If you do not qualify for these programs you must bring in your 2 previous payroll stubs in order to verify that your family meets income guidelines. **LINK card and Medicaid numbers do NOT qualify your student for free lunch/fee waivers.** Forms for fee waivers are available in the OTHS main office from Mrs. Stebing (815-433-1323 ext. 3322) or you may print them off by going online to www.ottawahigh2.com. Free lunch forms are included in this packet. **PLEASE HAVE COMPLETED FORMS AND PROPER DOCUMENTATION COMPLETED AND BRING THEM WITH YOU WHEN YOU REGISTER.**

Student Insurance- As a member of the Illinois School Insurance Cooperative Pool, we are able to provide a School-time Accident insurance program for all students enrolled at Ottawa High School during the 2009-10 school year, at no cost. This insurance will cover students on school premises during the hours and days when classes are in session and while participating in or attending any school activity, including football and all other athletic sponsored and supervised activities by the school. It also includes coverage on students for any school sponsored athletic event and field trips away from school, commuting directly or uninterruptedly to or from their place of residence and on school or regular day sessions in a vehicle

furnished or authorized by the school (bus), traveling to and from a school sponsored, directly supervised activity, including athletic events in a school authorized vehicle. We will continue to offer twenty-four (24) hour insurance coverage for a fee. **Brochures are included in this mailing or may be picked up during the first week of school in room 401.**

Cafeteria- Students and parents have the option to prepay for cafeteria lunches. Students using the prepaid system will use their student ID as a debit card for lunches. Students who are eligible for free lunch will also use their ID to purchase lunch. Cash or prepaid ID cards are acceptable forms of lunch payment. **Payments towards a prepaid lunch card must be made in the cafeteria.**

P.E. Uniforms- All students will need a P.E. uniform consisting of a gray or white "Ottawa High School" T-shirt, red shorts, white socks, and tennis shoes. Shirts will be available for purchase from the P.E. department during the first week of school. You may also purchase uniforms at local businesses. All freshmen students are enrolled in swimming beginning in January. Please consider purchasing a suit this summer as it may be difficult to find a swimsuit during the winter months.

Calculators- Students enrolled in Integrated Math are required to use a TI-83+ graphing calculator as a component of the math curriculum. These calculators can be purchased (at cost) directly from OTHS. If you choose to purchase the calculator from a retailer, please ensure that you obtain the correct Texas Instruments model.

Bus Information/Freshmen and new student picnic- Students who are eligible to ride a school bus will be assigned a designated bus and route number. Additional bus information is available in the Main Office from Mrs. Stebing. All freshman and new students eligible to ride the bus are encouraged to do so at the end of the school day on Tuesday, August 18. When the bus takes freshmen home on August 18 the driver will tell students the approximate morning pick-up time. All other students can expect to be picked up Wed., August 19, at their usual time. A complimentary "Welcome to Ottawa High School" picnic lunch will be provided for all freshmen and new students beginning at noon on Tuesday, August 18. The buses will leave the student parking lot at 1:00 p.m.

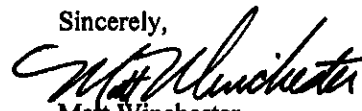
Physicals- A completed physical form and immunization record is required if your student is a freshman or transfer to OTHS. Physical forms were given out at 8th grade registration. Additional physical forms are available at the www.ottawahigh2.com web site or at OTHS. **Per Illinois State Law, students who do not have a completed physical will not be allowed to attend school.**

General Information- Student schedules will be posted online during the last week of July. Parents are also able to access student information such as attendance, schedules, grades, and detentions online. Parents will need the ID number and PASS PIN (that is enclosed in this packet) in order to access this information.

Also included in this packet is a list of important dates for the 2009-2010 school year. Any calendar updates will be posted on the OTHS web site: www.ottawahigh2.com

It is our hope that your son or daughter will have a pleasant and educationally productive year at Ottawa High School. We encourage you to feel free to contact the school for any help, information, or assistance you may need throughout the school year. Have a great summer and I look forward to having your student at Ottawa Township High School.

Sincerely,



Matt Winchester
Principal