

Parents and Students,

**Verification Day is Tuesday, August 5th, 2014 from 8:30 AM to 12:00 PM in the gymnasium.**

**No one student may verify for another student.** In order to facilitate the process of verifying that the student will be attending Columbus High School and to alleviate congestion in the gymnasium, please follow the directions below:

Each grade level is asked to report to the gymnasium according to the following times:

**Seniors 8:30 – 9:30 AM Juniors 9:45 – 10:45 AM Sophomores 11:00 AM – 12:00 PM**

\*Freshmen and transfer students (upperclassmen who are new to CHS) should not report during the morning for verification.

**Freshmen and Transfer Students\* Tuesday, August 5<sup>th</sup> from 7:00 – 8:30 PM in the auditorium.**

During the morning verification, please allow about 30 minutes to complete the process. Students will be encouraged to leave the gymnasium as soon as they complete their registrations since we need room for other students to enter the gym and register. Please communicate this with your student(s) as it is important for a smooth and uneventful day.

### Entrance

We will confirm that students do not owe money for fines, lost books or other school property, field trip fees, social fees, etc. Students who have unpaid fees will proceed to the fines table at the concession stand. We can only accept cash or a check made out to Columbus High School. Once fees are paid, students will be given a GREEN pass which will allow them entrance to the gym to complete the registration process.

### Schedule Tables

Tables will be set up alphabetically by grade level.

Students should report to the appropriate table where a faculty member will be distributing schedules. Note that this is a tentative schedule since some rescheduling may be required to balance class sizes.

If the schedule is incomplete, the student should see Mrs. Grier or Dr. Crumbs in the gymnasium.

All students will report to **ILT** first on Monday. The student's homeroom is printed on the schedule.

### Parking (Seniors Only)

Parking spaces cost **\$30.00** this year. Students must present their **schedule, driver's license, license plate number, proof of insurance and vehicle registration**. Check the CHS website, [www.columbushighga.org](http://www.columbushighga.org), print the CHS Vehicle Registration form and **bring it already filled out to verification**. Students will not receive a parking permit until this form is completed. The selection of spaces will be first come, first serve. **Only the student or the student's parent may acquire a parking space. The parent must have all the required information in addition to their own picture identification.** Students should keep their receipt for their own records.

\* If there are extra parking spaces, Juniors desiring parking will participate in a lottery during homeroom.

### Bus Passes

Bus passes will be distributed in the gymnasium. Students should present their schedules at the bus pass table. Student who need a bus pass, but do not have one already printed will complete a bus request form. If this is the case, the MCSD transportation department will send your pass to the CHS attendance office as soon as one is available. This may take up to two weeks.

### Lockers

**Lockers will be distributed in Homeroom during the first week of school. The cost of a locker is \$5.00. Remember we can only take cash , a check, or a money order. Make out checks and money orders to Columbus High School!**