

Important Message for River Road Family:

As the school year approaches, I know that there are many questions as to what this year will look like. Honestly, none of us can be completely sure of how it will all unfold. However, the first day of school on August 17th is fast approaching and more than ever before, we need the help and cooperation from our parents to prepare for the Virtual Learning opening. Please read this email carefully. It will answer some questions and will give information for moving forward.

**Step One: ONLINE REGISTRATION:**

* If not done so already, please complete Online Registration Process
  + Every Student needs to do the Online Registration Process, even returning students.
* Parents must declare whether their student(s) will be virtual or traditional during online registration
  + This is for when MCSD moves from virtual to hybrid learning
* The link for Online Registration can be found at: <https://muscogee.k12.ga.us/>.

**Step Two: VERIFICATION DAY: week of August 10-14**

* To complete enrollment, **all** parents will need to verify their students.
* Beginning Monday, August 3rd, **Verification Packets** will be available on our website to print & they will be in a container outside the front doors to be picked up if needed.
  + Packets consist of needed forms that are not in Online registration
* If you’ve completed the online registration, verification day will be a time to:
  + Turn in your Verification Packet( if completed) or complete packet
  + Receive your student(s) Technology device
  + Receive your student(s) teacher’s name and virtual schedule
  + Any other items student(s) may need for virtual learning
* To limit the # of people in the building:
  + Only **one** parent per family needs to come to Verification Day.
  + Children will need to remain at home on Verification Day.
* You must wear a mask in the building.
* The entire process will take place in the cafeteria. There will not be anyone going to classrooms.
  + Students will be allowed to visit classrooms at a later date before returning to traditional learning.
* This is a new process and we ask that you be patient with us.

 What do I need on **Verification day:**

* completed **Verification Packet**
* 2 proofs of address (only if not uploaded during online registration)
* New students to MCSD:
  + need birth certificate, SSN card, Immunization and Ear,Eye & Dental form

**Verification Schedule**

* **Monday, 8/10**:
  + 8:30-11:30: students last names starting with A-F
  + 1:00-4:00: students last names starting with G-M
  + 5:00-7:00: students last names starting with N-Z
* **Tuesday, 8/11**:
  + 8:30-11:30: students last names starting with G-M
  + 1:00-4:00: students last names starting with N-Z
  + 5:00-7:00: students last names starting with A-F
* **Wednesday, 8/12**:
  + 8:30-11:30: students last names starting with N-Z
  + 1:00-4:00: students last names starting with A-F
  + 5:00-7:00: students last names starting with G-M
* *Social distancing will be practiced*
* *Please be patient as we have never had to do the verification process this way*
* *If you have students that have different last names, we will verify all your children at once*
* *Limited space: one parent for verification*