

IMPORTANT DATES FOR 2017-2018 SCHOOL YEAR

POLTON COMMUNITY ELEMENTARY SCHOOL

May, 2017

Dear Polton Families,

Mark your calendar for the following **important dates** regarding next school year 2017- 2018:

- Online registration begins July 1, 2017 for the 2017-2018 school year
All students (new and returning) should have online registration completed on or before August 7, 2017 – below are steps to the portal.
- 1. Go to <https://my.cherrycreekschools.org/> and click on the “**New to Parent Forms**” link. **(Returning parents use your email address and passwords which you used for 2016 - 2017 school year then go to Step 5.)**
- 2. Click on the “**Register in Parent Portal**” button.
- 3. Complete the form and click on “Create Account.” (You will need your student’s name, ID number and date of birth; the ID number can be found on your admission form.)
- 4. You will get an email that your account has been created. Click on the link in the email to verify your account. This link will take you to the <https://my.cherrycreekschools.org> website to begin the actual check-in process.
- 5. Login to the system and begin the check-in process for each child assigned to your household. <https://my.cherrycreekschools.org>
- 6. Once you have filled in all the information required on the page, be sure to hit the “Next” button at the bottom of each page until you’ve completed the entire process for each child and you have put your electronic signature in and click the confirm button.
- **Online Registration should be completed by Monday, August 7, 2017**
- Class lists will be posted on Thursday, August 10, 2017 at 3:45p.m.
- Back-to-School Night and Open House is Thursday, August 10, 2017 from 4:00p.m. – 7:00p.m. During that time your student will meet his/her teacher (grades 1-5) and drop off school supplies (grades K-5)
- The first day of school:
 - Monday, August 14, 2017 – for grades 1-5; school start and end times 8:00am to 2:45pm
 - Wednesday, August 16, 2017 – for Kindergarten; school times AM 8:00am to 10:55am and PM 11:50am to 2:45pm

Thanks in advance and have a great summer.

Polton Office