

# REGISTRATION DIRECTIONS

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Registration for 2019-2020 school year will be held in the Wauwatosa East Cafeteria.  
Tuesday, August 13th: 12:00 PM - 6:00 PM  
Wednesday, August 14th: 9:00 AM - 3:00 PM

*\*In order to maximize the efficiency of registration, we ask that students and families please visit stations 1-7 in order. Station details are listed below.*

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## Station 1: Form Collection

- Turn in signed Handbook Acknowledgement Form
    - a. It is important that you and your student read the Student Handbook, located on the East website.
      - i. [Student Handbook Acknowledgement Form](#)
  - Turn in signed Student Technology Resource Use Agreement
    - a. Prior to registration, please review the Student Technology Resource Use Agreement.
      - i. [Student Technology Policy](#)
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## Station 2: Fees

- Payments can be made by cash, check, or credit card. Please note the **credit card** fees below.
    - Online Payment: 3.61% fee
    - In Person Credit Card Payment: \$0-\$25: \$1 fee; \$26-\$75: \$2 fee; \$76-\$125: \$3; \$126 & up: \$4 fee
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## Station 3: Student Pictures and School ID

- Each student must have an ID picture taken and that photo will be used on their school ID and in the yearbook. Senior pictures are the only exception.
    - For \$5, replacement IDs can be purchased in the main office anytime during the school year.
  - For best pricing and selection, picture packages may be ordered online prior to registration:
    - [VIP Online Portal](#)
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## Station 4: Lunch Program Information - SODEXO

- Available at this station: account payment, distribution of free/reduced lunch program application, and personalized PIN codes for students and families.
    - [Online Free and Reduced Lunch Program Application](#)
    - [Printable Free and Reduced Lunch Program Application](#)
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## Station 5: PTA, Boosters, and Other Club Memberships

- Turn in completed membership forms. Representatives from a variety of organizations will be present to answer questions. Wauwatosa East Spirit Wear will be available for purchase at this station.
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## Station 6: Course Schedule Pick Up

- After visiting stations 1-5, students will receive their course schedule and locker assignment. Please note, you must show your school fee receipt to receive your schedule.
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## Station 7: Library ~ 2nd Floor

- The last station to successfully complete registration is held in the library on the second floor. Here, students will be given their personal Chromebook. Any textbooks will be distributed during the first week of school. Additionally, locker maps will be available in the library.

## COURSE SCHEDULING

Course selections for the 2019-2020 school year were completed in the spring.  
All course changes were to have been completed prior to the end of the school year.  
Please do not request course changes for specific teachers or hours.

**Counselor assignments are determined by grade and last name.**

Grade/Counselor	Ms. Mary Merg	Mrs. Jessica Bratcher	Mrs. Cyndi Carter	Mrs. Abby Jones
9	A-F	G-Ko	Kr-R	S-Z
10	A-E	F-K	L-R	S-Z
11	A-F	G-La	Le-Ri	Ro-Z
12	A-Fl	Fo-Me	Mi-Sa	Sc-Z

## FORMS AND MEMBERSHIPS

All forms are available through the Wauwatosa East registration link on our district webpage.  
Additionally, representatives from the organizations listed below will be present at registration to answer questions.

<b>Required Forms (2)</b>	<ul style="list-style-type: none"> <li>● Student Handbook Acknowledgement                             <ul style="list-style-type: none"> <li>○ <a href="#">Mandatory Student Handbook Acknowledgement</a></li> </ul> </li> <li>● Technology Agreement                             <ul style="list-style-type: none"> <li>○ <a href="#">Mandatory Technology Agreement</a></li> </ul> </li> </ul>
<p style="text-align: center;"><b>Optional Forms and Memberships</b> <i>*Membership forms are available at the link below.</i></p> <p style="text-align: center;"><a href="https://www.wauwatosa.k12.wi.us/Page/5101">https://www.wauwatosa.k12.wi.us/Page/5101</a></p>	<ul style="list-style-type: none"> <li>● Lunch Program Application, Raider Athletic Booster Club, PTA Membership, Activity Pass, Friends of the Tosa East Orchestra, Friends of Theatre Arts, Red Raider Band Boosters, Vocal Music Boosters, VIP Picture Order Form</li> </ul>

## FEES

*\*All fees listed below are **optional**, except the \$80 school fee.*

- **School Fee: \$80**
  - The School Board establishes this amount yearly and requires payment from all students.
- **Chromebook Insurance: \$22**
  - Coverage details are provided on our district webpage.
- **Cardinal Pennant Yearbook: \$70**
  - Please note, the cost of books reserved after December 1st increases to \$75.
- **Activity Card Fee:**
  - **\$25:** Allows **1 student** admission to all regular season home athletic contests, excluding WIAA events. The activity card also includes reduced tickets for Theatre productions.
- **Cardinal News Home Delivery Subscription: \$23**
- This option is for families that want a copy of the school newspaper mailed to their home.