

**Joliet West High School
2019/2020
Freshman Schedule Distribution Instructions**

ALL freshmen must have a completed Certificate of Health Examination (proof of current physical examination and immunization record). You must bring this completed form with you, and/or already have submitted a completed form. Students will not be allowed to participate in Schedule Distribution without a completed physical form. Appointment cards will not be accepted.

Student's will pick-up schedule, locker assignment, ID and pay school fees.

- It is essential that every student report on one of the assigned dates/times. Students who miss their Schedule Distribution time will be dropped from all classes **September 1st** and will need to schedule an appointment to re-enroll. In addition, **a non-waivable \$25.00 late registration fee** will be assessed for active students who fail to report during Schedule Distribution week. Incoming freshmen must be present for an ID picture if they did not take an ID picture during registration. Appropriate school attire is required.
- If you moved, you **must** bring in three (3) current proofs of residency and submit at **Station 4**.
- Park in the cafeteria parking lot – the large lot off Glenwood Ave. Enter through **Door 6** and line-up **TO THE LEFT** in breeze way to see the nurse at **Station 1**.
- Freshmen will hand in their physical form and/or verify the nurse received physical forms turned in early. Upon turning in the physical, students will receive their schedule/demographic sheet/checklist/map indicating you have fulfilled your obligation and can proceed to pick-up ID then continue with the Schedule Distribution process. Follow the checklist accordingly.
- Visit www.jths.org for information on the following: **Student Handbook, Pesticide Spraying, Student Insurance, Lawn Care Applications, and more.**
- Contact Chris Ebenroth at 815-774-1645 with questions regarding Schedule Distribution.
- The first day of schools **August 19th**.

SCHEDULE DISTRIBUTION HOURS AND DATES (PLEASE BE AWARE THE FIRST DAY AND FIRST FEW HOURS ARE VERY BUSY – PLEASE TRY TO COME DURING YOUR ASSIGNED TIME)

Time	Monday August 5 Student Last Name	Tuesday August 6 Student Last Name	Wednesday August 7 Student Last Name	Thursday August 8 Student Last Name
8:00am - 9:00am	A – D			A – F
9:00am - 10:00am	E – H			G – M
10:00am – 11:00am	I – L			N – S
11:00am – 12:00pm	M – P			T – Z
12:00pm – 1:00pm	Q – T			
1:00pm – 2:00pm	U – Z			
3:00pm – 4:00pm		Any Student	Any Student	
4:00pm – 5:00pm		Any Student	Any Student	
5:00pm – 6:00pm		Any Student	Any Student	
6:00pm – 7:00pm		Any Student	Any Student	

**NEW STUDENT REGISTRATION WILL ONLY BE TAKEN ON
AUGUST 8, 2019 8:00 AM – 12:00 PM & DURING REGULAR BUSINESS HOURS AFTER
THIS DATE**

Doors close promptly at 2:00, 12:00 (noon) & 7:00 on specified days.

Fees are \$160.00 plus a \$25.00 activity fee. Fees are due during Schedule Distribution.
Everyone must pay the \$25.00 activity fee.

Cashiers will be available during Schedule Distribution, however, you may choose to pay before using one of the following methods.

IN PERSON EARLY FEE PAYMENT

Dates: July 22 through July 25, 2019

Textbook Center/Cashier's Office
will be open **Monday – Thursday**

Time: 7:00 am to 5:00 pm

Textbook/Cashier Center is located in the
G-Building
Enter Door 1

ONLINE FEE PAYMENT

Prior year fees can be paid online every day!
Additional fees for the 2019/2020 school year will
be available online as of
July 19, 2019

Online Fee Payment:

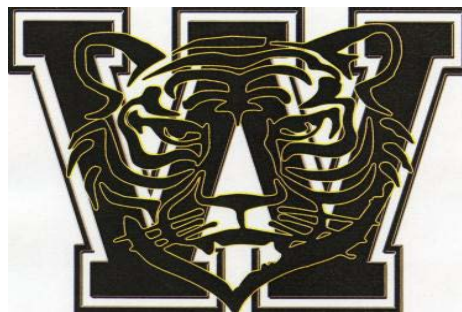
www.jths.org

choose Quicklinks & Student Fees

The username = **student ID number**

The password = **"first initial and last name"**

Example: (Joe Smith - jsmith)



For questions about the lunch waiver call (815) 727-5414

Information concerning Free and Reduced meals, District 204 Waiver and Direct Certification will be mailed the week of **July 16th**. The Free and Reduced meal forms and the District Waiver form will be available **ONLINE** as of **July 19th**. To access the form, go to www.jths.org choose **DEPARTMENTS** in the top row and choose **FOOD SERVICE**. Scroll down to middle of page and choose **FREE AND REDUCED MEAL APPLICATION**. If you have other questions concerning the free and reduced lunch applications and District Waiver, please call 815-727-5414.