

*Liberty Middle School  
2016/2017 School Year  
Information Sheet*

**IMPORTANT DATES**

July 21 <sup>st</sup>	Receive letter and fee payment sheet through the mail. Online payment website opens.
July 26 <sup>th</sup>	8 a.m. – 3 p.m. Fee payment day for payments by check and cash
July 26 <sup>th</sup>	5 p.m. – 7:30 p.m. 7 <sup>th</sup> Grade Orientation
July 27 <sup>th</sup>	5 p.m. – 7:30 p.m. New Student Orientation
August 1 <sup>st</sup>	5 p.m. – 7 p.m. Open House

It will be a come and go format. After entering the school, please locate your student's homeroom from the posted signs. Schedules will be given out by homeroom teachers. Please feel free to walk the schedule and meet the teachers.

August 3<sup>rd</sup> First Day of School – Students will receive lockers/planners in homeroom

**Online Fee Payment July 21st through August 12<sup>th</sup>:**

Beginning Thursday, July 21st, you may access the online fee payment website to fully pay the required course fees, and other fees that may be optional for your student.

1. Go to <https://madisoncityal.csiepay.com/>
2. Click Arrow "Proceed to Payment Pages"
3. Select "**LIBERTY MIDDLE SCHOOL 2016-2017 Student Fees**"
4. Complete "Student/Parent Information" – Note: all fields with an arrow are required.
5. Click "General Fee" This \$25 fee is required and pays for your student's planner and locker.
6. Click "Course Fees" Check box beside each course name/fee listed on Student Fee Statement.
7. Click "Miscellaneous Fee" for optional items you may desire.
8. Click on "Proceed to Payment Page" You will notice a \$3.50 convenience fee added.

Once you complete Online Fee Payment, "**DO**" print a copy of the "**Receipt of Payment**" from the website.

**Onsite Fee Payment**

Students who are unable to make an online payment may make payments with cash or check on Thursday, July 26<sup>th</sup> from 8 a.m. and 3 p.m. Please park in the upper parking lot. Students/Parents will enter the building at the ELC doors. Lockers, planners, and schedules will not be given out during Fee Payment. Students will receive their schedule Monday, August 1<sup>st</sup> during Open House. Planners and locker assignments will be given out in homeroom on the first day of school.

Students unable to attend the July 26<sup>th</sup> onsite fee payment may pay their fees by bringing in check/cash during the first week of school. We will call groups of students to the Library during the first week of school to collect payments. The online option will also be open during the first 2 weeks of school.