

2017-2018
6TH GRADE INFORMATION

**STEPS FOR ONLINE PORTION
OF REGISTRATION 2017-2018**

1. Go to **MCPSS** web site, select "I WANT TO..."
2. Select "**Register**" (you have to do this every school year)
3. Select "**returning student**" (they are a returning MCPSS student).
4. Enter your **username and password** on the information update screen.
This will open your child's data. Usernames & Password should be supplied to you by the school your student attends this (16-17) school year.
You must answer all the questions and complete electronic signature and initials. Complete all sections of online portion by selecting "save & next" until you are at the page that says "completed". You do not need to make an appointment to bring your documentation into the Causey Middle School office.
5. If you **have not** completed the 2017-2018 on line registration process prior to coming to Causey Middle School on the designated dates of registration at the school, your student **will not have a schedule.**
6. If you do not have access to a computer to complete your registration, you are welcome to come to the school and use a computer here. In order to assist those that may be working during our school hours, Causey will offer **extended office** hours on **May 11, 2017** and **May 18, 2017**, the office will be open until **6 pm** on those dates only.

EXPRESS PASSES

(EXPRESS PASS LETS YOU AVOID STANDING IN TWO LINES AT REGISTRATION)

Everyone hates standing in line at registration, so to help alleviate this problem we offer an express pass.

The express passes are given to parents that have completed the following three steps.

1. Completed the online portion of registration.
2. Provide Causey with **two** proofs of residence (one must be a mortgage statement or current lease with the enrolling parents name on it.) the second proof can be a **current** (within past 30 days) utility bill, cell phone bill, bank statement, etc. and we must have a picture ID of the enrolling parent.
3. Provide the school with documentation of **T-dap immunization.**
The T-dap immunization is required for all students age 11 or older.
If your child will not turn 11 until after school starts, you will still be able to obtain an express pass.
If your child has already **had the T-dap immunization** and it is on file at their current school, you **do not need to bring in the immunization card.** We will be able to verify the T-dap via the electronic records sent from the previous schools.

Express passes are available now. Please bring the documentation listed above to the Causey office **8:00 am -1:00 pm** to receive an express pass or on the extended office days. Parents that used our express pass system the last two years for registration were **finished in less than 30 minutes.**

CAMP CAUSEY 2016

Camp Causey is a two day orientation that will get incoming sixth graders started on the right path. Lunch will be provided daily. Registration forms for Camp Causey will be sent home with your student's end of the year report card from your elementary school. You may also download one from the causey website at the end of May 2017.

PLEASE NOTE THE FOLLOWING:

If your child is on a transfer at their current school and you do not live in the Causey Middle School district you must re-apply for transfer. Parents **must re-apply on-line** whenever the student changes schools.

Copies of Causey's school supply list and the uniform policy should also be included with the end of year report cards. They will also be posted on the Causey web site at the end of May 2017.

Causey Middle takes in at 7:10 am with tardy bell at 7:15am and dismissal is at 2:20 pm. No early dismissals after 2:00pm.

Bus routes for the 17-18 school year will not be available until the dates of final registration at the school. All bus routes will be posted in the gym lobby at that time. The routes will include a pick up and drop off time.

If you have any questions please call the Causey office at **221-2060**

We look forward to helping your student transition to middle school.

Causey Middle School
“Failure is not an option”

