Hello Sugar Creek Families,

I hope everyone has enjoyed their summer! I wanted to provide some important information regarding school registration for the 2020–2021 school year. First and foremost, we are encouraging all of our families to complete all their registration online, if at all possible. All required documents can be uploaded during online registration through Infinite Campus. If you aren’t able to upload document(s) you can take a picture of the document(s) with your phone and email them directly to Doreen Vaughn at vaughd@unit5.org. Please include in the email your child’s full name and grade level.

If you are unable to get required documents uploaded in Infinite Campus or emailed to Doreen, we will offer a drive-up drop off on August 4th between 1–6pm. Please pull up in the front bus lane outside the main office and someone will come out to your vehicle and get the paperwork. If copies are needed we will make a copy and bring your original back out to you. You will stay in your car. Here is online registration information:

- **Established Student Registration**: this link is for families that had a student registered with Unit 5 for the 2019–2020 school year or is a Pre-Registered Kindergarten student. Log in to Infinite Campus Parent Portal, go to "More" on the left hand side of the page, and click on "Online Registration." For a help sheet please click here: Returning Student Online Registration Help
- **New students to the district**: registration information can be found with this link – New Student Registration

If you are unable to complete registration online, for any reason, please email Doreen (vaughd@unit5.org) to set up an appointment. Appointments will be scheduled on August 4th between 1pm–6pm. Appointments will be required, so we can control the process to ensure we can help you, as well as keep social distancing in place for everyone’s safety. Computers will be provided and will be cleaned between users. If you schedule an appointment:

- Come prepared with documentation so we can stay on schedule for all other appointments.
- Masks will be required
- Preferably, only one adult and no children
- Maintain social distancing with staff and other families that could be present
- Utilize hand sanitizer upon arrival

If you are a current family and you know of a new family that has moved into our area, please pass this information along. It will also be posted on our school website at https://www.unit5.org/Domain/23

Thank you for all of your help and patience with all of these procedures during these unique and challenging times!

Sincerely,
Mrs. Peifer
Sugar Creek Principal