Welcome to the 2019-20 school year!

To complete the Check-in process, you will need resources from three places:
- the PCHS website,
- the Parent Portal/Extended Parent Portal on Infinite Campus,
- and www.payforit.net.

This packet contains an overview of Check-in and copies of forms you may need to complete.

**PCHS website**

The Check in at the Creek page includes schedules and links to forms mentioned here. The school website also includes important information and links for yearbook ordering and class level information.

**INFINITE CAMPUS PARENT PORTAL/EXTENDED PARENT PORTAL**

To access the Extended Parent Portal, [click here](#) or go to the Community menu on the Pine Creek homepage.

All parents have a Parent Portal account. If you provided D20 with an email address when you registered your student with D20, all you have to do is go to link above. If you cannot remember your password, follow the links on the page to reset it.

To obtain a parent portal account, e-mail the helpdesk ([help@asd20.org](mailto:help@asd20.org)) requesting a parent account be created. You will need to include your name, student’s name, and your home address.

**PAYFORIT**

On [www.payforit.net/](http://www.payforit.net/), you will be able to pay for all your student’s fees using a credit card (Visa or Mastercard) or an electronic check. **Please make sure you pay for all fees before your student comes in to Check-in or send payments during Check-in.**

If you pay online, **print** a receipt of paid fees and have your student bring the receipt, along with all the other forms, when he or she checks-in at PCHS.

Some fees (ex. lunches, pictures) require separate checks. [Click here](#) for instructions on how to use PayForIt.

**IMPORTANT DATES**

- August 15 – Freshman first day and orientation (7:45-2:45). Only freshmen report.
- August 16 – First day of school for all students. 8-period special assembly schedule (will be posted to the app & website).
- August 19 – First blue day

All bell schedules are available in the Pine Creek app, available in the App Store and on Google Play.
2019 Check-in at the Creek

Before Check-in Day

Parents

- Complete Registration in the Extended Parent Portal. Click here for instructions. Verify and update:
  1. contact and emergency contact information (relocated to the IC Parent Portal)
  2. health information and immunizations
  3. student agreements (student handbook, network agreement, publishing student work, etc.). Students will not receive their school iPads (or have summer iPads activated) or parking permits until the Student Handbook agreement has been confirmed.
  4. parking permit requests (10th, 11th, & 12th grade only)

- Decide if you will be purchasing an Activity Pass or Family Pass. Go to the PCHS Athletic Pages for information on prices and what is included. Student passes must be paid for before the student ID photo is taken so that the pass can be included on the ID. Family passes must be purchased in the Athletic Office.

- Review student schedules online beginning July 30. Students who need schedule changes can come to Pine Creek during the times listed below.

- Pay Fees
  All outstanding fees and fines must be paid during or before check in. Parents may pay fees/fines online through PayForIt or in person on Check-in Day. Paying fees online will save time on Check-in Day.

  Check now for outstanding fees; new course fees will be added to student accounts August 6. To check for outstanding fines, go to the Infinite Campus Parent Portal. Be sure to select “all years” from the drop-down menu in the upper right.

Schedule Changes

Schedule changes will only be made if students do not have credit for a pre-requisite, do not have a class needed for graduation, or if there is an empty period in the schedule. Students may meet with a counselor on a first-come, first-served basis in the 400s Pod during the following times:

  - Class of 2020: July 31, 8:00 am – 1:00 pm
  - Class of 2021: August 1, 8:00 am – 1:00 pm
  - Class of 2022: August 2, 8:00 am – 11:00 am
  - Class of 2023: August 2, 12:00 pm – 2:00 pm

Students will not be able to make changes to their schedules once school begins unless it is a teacher-recommended level change or to meet a prerequisite requirement.
2019 Check-in at the Creek

Check-in Day

Class of 2020: August 7, 8:00 am – 11:00 am, Café
Class of 2021: August 7, 12:00 pm – 3:00 pm, Café
Class of 2022: August 8, 8:00 am – 11:00 am, Café
Class of 2023: August 15, during freshman orientation events;
Students report to the Auditorium; Parents, to the Library

Students will only be admitted during assigned times.
No schedule changes will be made during Check-in.

BE PREPARED

Students should bring:

Required
• Fees payment or printed PayForIt Receipt
• Any texts, books, or uniforms not turned in last year

Optional
• Picture order form & separate payment
• PSAT Registration (juniors only)
• Senior sweats order & field trip permission forms (seniors only)

Step 1: Pay Fees
• You may pay by credit card, cash or check.
• If you paid your fees online with PayForIt, bring the itemized receipt to Check-in and drop off any forms and pick up your parking pass.
• Separate payments are required for lunches, family activity passes, optional class apparel, and picture packages.
• Activity Passes must be paid before getting the student ID so that the badge can be printed on the ID.
• A fee schedule for all courses, athletics, and activities for the current school year is available on the PCHS website.
  Select Fees from the Community menu. Questions regarding payment plans or financial assistance should be directed to Pam Krzeczowski, Principal’s Secretary, at 234-2615.

Step 2: Turn in forms/Pick up Parking Pass
• Forms may include:
  o optional PSAT registration (juniors),
  o optional class apparel orders & senior trip permission forms (separate payment required),
  o PTP Membership/Volunteer Form,
  o attendance waiver permission form (if the student has an attendance waiver in his/her schedule).
• Forms are linked throughout this document and are available on the PCHS website on the Check-in page.
• Students who paid for and registered for parking permits online can pick up their parking passes during check-in.

Step 3: Student ID Photo
• This photo also appears in the yearbook. The picture order form is online. Separate payment required.
• Student IDs are required to check out iPads, textbooks, and library books; and to pay for lunches.
• Seniors, please note: this photo appears on your official transcript and may be viewed by colleges that request it.

Step 4: Check out School iPad
• Students must show proof of fee payment and current year Student ID to check out an iPad. Parents must acknowledge the Student Handbook in Infinite Campus (page 1) before an iPad will be issued.
• Students with outstanding iPad fines from previous years will not receive their iPads until fines are paid.
• Students with iPads checked out for the summer must renew their checkout by acknowledging the Student Handbook and paying the $50 fee on or before check in day.
• For detailed instructions on checking out (or renewing) an iPad, click here.

Step 5: (Optional) Purchase Family Athletics/Activity Pass
• Stop by the Athletic Office to purchase Family Athletics Passes.
• Individual Student Athletic/Activity passes must be paid for before ID photos are taken so that the permit badge will appear on the ID.
2019 Check-in at the Creek

PINE CREEK PAYMENT SUMMARY

- **Outstanding Fees/Fines** as listed on Infinite Campus. For accuracy, check “all years.”

- **iPad User Fee** | Details about the User Fee can be found in the Student Handbook on the Pine Creek website. The User Fee is collected by the school and managed by the district to support the 1:1 initiative.

- **Grade Level Academic Fee** | See below for details about the Class of... fees.

- **Optional Items** | Yearbook, school pictures, class apparel, senior trip, athletic registration, athletic/activity passes, parking permits, lunch money, and PSAT/NMSQT registration (for juniors).

- **Course Fees** | Course fees will be added to student accounts on August 6. See the PC website for details about fees; teachers will also include information in class syllabi.

GRADE-LEVEL ACADEMIC FEES

Class fees support a portion of the cost associated with the following for each class:

**Senior Fee ($50)** Academic and athletic letters, bars, and pins; senior walk transportation, food and prizes; senior sunrise/sunset food and beverages; senior luncheon audiovisual, decorations, supplies, honored faculty attendance; senior awards; senior celebration food and prizes; graduation cords; student ID; student spirit wear; unlimited official transcripts; unlimited use of Naviance (College and Career readiness software); and technology services to include printing ($10/500 B/W pages) and instructional apps.

**Junior Fee ($20)** Academic and athletic letters, bars, and pins; unlimited official transcripts; unlimited use of Naviance (College and Career readiness software); student ID; junior awards (twice yearly recognition event with food and prizes); student spirit wear; and technology services to include printing ($10/500 B/W pages) and instructional apps.

**Sophomore Fee ($15)** Academic and athletic letters, bars, and pins; unlimited official transcripts; unlimited use of Naviance (College and Career readiness software); student ID; sophomore awards (twice yearly recognition event with food and prizes); student spirit wear; and technology services to include printing ($10/500 B/W pages) and instructional apps.

**Freshman Fee ($10)** Academic and athletic letters, bars, and pins; unlimited official transcripts; unlimited use of Naviance (College and Career readiness software); student ID; freshmen awards (twice yearly recognition event with food and prizes); student spirit wear; and technology services to include printing ($10/500 B/W pages) and instructional apps.

OPTIONAL ITEMS DETAILS

**Student Athlete Registration** | Fall athletic registration runs July 22-August 8. Athletic registrations are completed through Planet HS. Contact the athletic office or check the athletic page of the Pine Creek website.

**Student Athletic/Activity Pass** | $40. Free student admission to all home athletic events this school year, excluding playoffs and championships.

**School Pictures** | Pictures can be ordered and paid for online at mylifetouch.com (ID: CG319796Y0). You may also download the form and pay with cash or check during Check-in. Prices vary. $40.00

**Yearbook** | Early bird pricing is $70, not including embellishments. Prices go up September 1. Click this link or visit the Yearbook page on the Pine Creek website for more information. Fee can be paid online or at Check-in.

**Senior Class Apparel & Senior Field Trip** | Apparel order form: Field trip permission form. Prices vary. $95.00

**Student Parking Permit** | Register for a permit in the Extended Parent Portal. Pay this district fee online through PayForIt or bring payment during Check-in. All permit fees are collected by the school and managed by the district.

**PSAT/NMSQT** | Juniors Only: PSAT registration; test will be Wednesday, October 16, 2018. **Print, complete, and bring this form to your scheduled Check-in at the Creek time**.

**Parent Partnership Membership/Volunteer Form** | Become a member of PTP & get involved! Click this link to download the form. Suggested donation.

OTHER REMINDERS

- Check online for summer reading assignments for Honors & AP English
Notes from the School Nurse

**Hearing and Vision Screening** will be done for all incoming freshman on **August 15, 2018** during freshman orientation. Please ensure your student wears glasses or contact lenses, if prescribed. On Thursday, **August 22, 2019**, SPED students will be screened as well as 9th grade students who did not pass the freshman orientation screening.

**Colorado Department of Public Health and Environment**

**High School Immunization Requirements for 2019-20 School Attendance**

Immunizations are an important part of your student’s health care, and Colorado law requires that students attending school be immunized to preclude vaccine-preventable disease. Click on the link below for the most current list of vaccination requirements.

Colorado Department of Education [Current Immunization Requirements](http://www.cdphe.state.co.us/cdph/immumization) and [Immunization Chart](http://www.cdphe.state.co.us/cdph/immumization)

Please review the parent portal on Infinite Campus to see if your student’s immunization record complies with the current immunization requirements. If your student is not in compliance with state law, **please make arrangements to obtain all mandatory vaccinations before school starts on August 15, 2019**. Discuss your student’s vaccination needs with your healthcare provider or local public health agency to ensure compliance on the first day of school. (To find your local public health department’s contact information, call the Family Health Line at 1-303-692-2229 or 1-800-688-7777).

Exemptions: If immunizations are against your personal or religious beliefs, you must take an annual exemption. If your student cannot be immunized for medical reasons, you must provide a one-time medical exemption, signed by a health care provider, on the Certificate of Immunization.

**Medications at School**

With the exception of controlled drugs (i.e. narcotics, ADHD medication, etc.) high school students (who are mature and do not require supervision) may self-carry over-the-counter and prescription medications, as instructed by their health provider and/or parent, provided the medication is carried in the original drug container. No paperwork needs to be completed; however, students **may only carry limited quantities of medication at school** (i.e. enough for a single day). High school students who are required to take controlled medication at school must keep their medication in the school office pursuant to state and district guidelines. Parents must physically drop off all controlled medication, along with the ASD20 Permission to Administer Medication form, signed by parent and health provider (MD, DO, NP or PA) to the front office. The medication must come in the original pharmacy labeled container and will be administered by the front office staff.

**School Health Care Forms**

To protect the health and safety of your student at school, it is the responsibility of the parent to notify the school nurse about acute and/or chronic health conditions. Please review the extended parent portal to see if listed health conditions are current and contact the school nurse, if needed, to update Infinite Campus. Health care forms are available on the PCHS website under the Student Services tab. You can also find them by opening the ASD20 home page, click on District Forms and Documents (or click on the following link [http://www.asd20.org/Pages/District-Documents.aspx](http://www.asd20.org/Pages/District-Documents.aspx)) and scroll down alphabetically to the category titled “Health Care Forms.” Standard health forms, to include Permission to Administer Medication are available online. In addition, forms may be obtained from the front office. Students with asthma, life-threatening allergies, seizures, diabetes, etc. will need a health care plan (updated annually) on file in the health office. This is imperative because the school nurse oversees more than one ASD20 school and may not be onsite in the event of a health emergency.

If you have questions or concerns, please contact Lynnette Jones ([lynnette.jones@asd20.org](mailto:lynnette.jones@asd20.org)), the school nurse for PCHS.
## Contact Information

### Class of 2023
- **Counselor**: Sarah King
  - Email: sarah.king@asd20.org
- **Assistant Principal**: Matt Mahan
  - Email: matt.mahan@asd20.org

### Class of 2022
- **Counselor**: DeAngelo Nedd
  - Email: deangelo.nedd@asd20.org
- **Assistant Principal**: Levka Craft
  - Email: levka.craft@asd20.org

### Class of 2021
- **Counselor**: Mitch Boyczuk
  - Email: mitchell.boyczuk@asd20.org
- **Assistant Principal**: Joshua Trahan
  - Email: joshua.trahan@asd20.org

### Class of 2020
- **Counselor**: Kelley Stewart
  - Email: kelley.stewart@asd20.org
- **Assistant Principal**: Eric Hulen
  - Email: eric.hulen@asd20.org

### College & Career Counselor
- Stephanie Cornelio
  - Email: stephanie.cornelio@asd20.org

### College & Career Secretary
- Peg Newcomb
  - Email: peg.newcomb@asd20.org

### Attendance
- Kerrie Petch
  - Email: kerrie.petch@asd20.org
- Lindsey Kellen
  - Email: lindsey.kellen@asd20.org

### Athletic Secretary
- Courtney Kidd
  - Email: courtney.kidd@asd20.org

### Counseling/Front Office Secretary
- Kelly Koonce
  - Email: kelly.koonce@asd20.org

### Bookkeepers
- Michele Clark
  - Email: michele.clark@asd20.org
- Carol Harvey
  - Email: carol.harvey@asd20.org

### Registrar
- Sherry Gregory
  - Email: sherry.gregory@asd20.org

### School Nurse
- Lynnette Jones
  - Email: lynnette.jones@asd20.org

### Health Aid
- Molly Hiryak
  - Email: molly.hiryak@asd20.org

### Pine Creek High School
- Phone: 719-234-2600

### ASD20 Central Office
- Phone: 719-234-1200

### Transportation
- Phone: 719-234-1410

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**For easy access to all of these numbers and email addresses whenever you need them, download the Pine Creek app!**

*Search “Pine Creek High School” in the AppStore or on Google play.*