Dear New SFS Families,

We are excited about your coming to SFS for the 2016-17 school year and are enthusiastically preparing for your arrival. The new school year begins on Saturday, August 13th with Registration Day. Instructional classes begin on Tuesday, August 16th. The purpose of Registration Day is to give you an opportunity to turn in any outstanding information required or necessary for your child to attend school on August 16th, to assist you in accessing your PowerSchool Parent Portal accounts, lunch card accounts, and vehicle registration, as well as for you to become acquainted with the school before actual instruction begins. Attendance is required for all new students on Registration Day; however, they will not have to wear their uniforms.

The schedule for Registration Day will be as follows:

7:45-8:15 a.m.  Check-In at the Lyso Center
Upon arrival at the Lyso Center, parents will check in and receive a Student Information Sheet specific to their child listing any remaining items that need to be completed before starting school on Tuesday, August 16th. There will be Registration Stations set up in the school cafeteria for parents to turn in and/or complete this information.

8:15-8:45 a.m.  Welcome Address in the Lyso Center for Parents and Students

8:45-12:00  Divisional Orientations and Registration Stations Open

8:45-13:00 – High School will be escorted to Robb Hall for a HS orientation until 1:00. Students will be provided their class schedule, a tour of the high school, and a pizza lunch with their ambassador. HS parents will go to the school cafeteria during this time to complete the necessary Registration Stations. Students will be will meet up with parents in the MS/HS cafeteria at 1:00pm.

8:50-10:30 – Middle School students will be escorted to the MS Little Theater for a MS orientation until 10:30. MS parents will go to the school cafeteria during this time to complete the necessary Registration Stations. The students will subsequently be escorted to the MS/HS cafeteria Lunch Payment Station at 10:30 where they will meet up with parents in order to complete lunch payments and finger scanning.

New students who will be entering 6th grade are required to attend Registration Day. Students and parents should meet in the Little Theater at 12:00 pm. Sessions will finish at 2:00 pm. There will be welcome sessions for students as well as sessions for parents to learn more about their child’s transition to middle school.

8:55-11:30 – British School students will proceed to the BS for a BS orientation. Parents may accompany their child on this tour if they wish (more appropriate for those parents of younger students or parents who haven’t yet seen the campus), if not then please proceed to the school cafeteria to complete the necessary registration information. ALL students will proceed to the cafeteria Lunch Payment Station at 11:30am to meet up with parents (if unaccompanied) in order to complete lunch payments and finger scanning for students in Y3 and above. After completing all necessary stations and turning in student information sheets, BS parents and students are welcome back to the BS for parents to meet the teachers.
9:00-12:00 – Elementary School students will be divided into three shifts with their parents as follows:

**Early Childhood, Kindergarten**
- 9:00-9:45 - Completion of Registration Stations in the school cafeteria.
- 10:00-10:45 - Orientation beginning in student’s classroom (see classroom listings in ES Lobby)
- 10:45-12:00 - Completion of Registration Stations in the school cafeteria.

**1st, 2nd, and 3rd Grades**
- 9:00-9:45 - Orientation beginning in ES Veranda (ES Room #459)
- 9:45-12:00 - Completion of Registration Stations in the school cafeteria.

**4th and 5th Grades**
- 9:00-11:00 - Completion of Registration Stations in the school cafeteria.
- 11:00-11:45 - Orientation beginning in ES Veranda (ES Room #459)

Please remember that the following is required for all new students to begin school on Tuesday, August 16th.

- Tuition Payment (or installment plan established with the Business Office)
- Lunch Card Payment and Finger Scanning (for grades 3/ Y4 and above) – to be done on Registration Day
- SFS Physical Exam and Health History Form – available on our website at [http://www.seoulforeign.org/newstudent](http://www.seoulforeign.org/newstudent)
- Registration for PowerSchool and Haiku Accounts

Your PowerSchool email information is crucial for you to receive our weekly email to you, SFS eNEWS which is essential for all SFS parents to remain up to date with events, announcements, and important information for our School community. Please ensure that your preferred email address in PowerSchool is going to the person in your family who will be responsible for opening and reading this weekly email from the school.

**Haiku**, also referred to as Pagoda, is our School learning management system used in your child’s classes. It is necessary for you to set up a Haiku account for you to see what is happening in your child’s classes and for the school to communicate with you. It is also important for you to be checking it on a regular basis.

Other forms which may be required or necessary for your specific child or family are also available on the above link such as:
- Medication Authorization Form – required for students needing to take medication at school
- Vehicle Registration Form – required to drive your car on campus
- Bus Request Form – required for those students taking the SFS school bus
- High School APAC Homestay Form – required for HS students participating in APAC activities

Please note that it would be extremely helpful if you turn in as much of this information as soon as possible to the school. We look forward to seeing you on Registration Day and hope that the day will be an enjoyable experience for both students and parents. We look forward to seeing you then.

Best Regards,
Colm Flanagan
Head of School