

# 2020 Back-to-School Checklist

*UPDATE: First Day of school for students will be delayed to September 21*

**Please complete the Back-to-School Checklist by September 4.**  
**We will be working to help students and families get connected if they have not been able to complete the checklist by that date.**

This year, we've designed Back-to-School processes to be completed remotely as much as possible. We are happy to assist you. If you are unable to complete the checklist online, you can call the front office at 541-790-8000 to request a paper packet in the mail. For any general questions, please send an email to [SEHS\\_info@4j.lane.edu](mailto:SEHS_info@4j.lane.edu).

*All students and families* are asked to update their profile, pay applicable fees, and check their class schedule for errors.

## Enrollment

*(New students only.)* New students should complete enrollment as soon as possible. Enrollment paperwork should be submitted electronically for the 2020–2021 school year. Please follow the instructions at [4j.lane.edu/instruction/enrollment/2020enrollment](http://4j.lane.edu/instruction/enrollment/2020enrollment). All forms must be downloaded and saved to your computer prior to being filled out. Once forms are completed, please save them and email the forms to South's Registrar Melinda Shull at [shull@4j.lane.edu](mailto:shull@4j.lane.edu). Copies of your supporting documents will be accepted via email. If you have any questions, please email Melinda at the email above.

## Back-to-School Packet

### Update Student Profile

Please follow the directions below to review the Student Profile information we currently have on record for you. If you are unable to access your ParentVUE, please email the Registrar at [shull@4j.lane.edu](mailto:shull@4j.lane.edu).

*(If all the information is accurate, no further action is needed).*

The following instructions are for a desktop web browser (not for cell phone):

1. Log in to ParentVUE at [pv.4j.lane.edu](http://pv.4j.lane.edu). You can also find the link on our website at [sehs.lane.edu](http://sehs.lane.edu).
2. Click on "My Account" in the top right corner.
3. Review your contact information.
4. Click on "Student Info" in the menu on the left.
5. Review your student's emergency contacts.
6. [Click here to request an update.](#)

### Check Student Class Schedule

Schedules are visible now in StudentVUE/ParentVUE.

***PLEASE EMAIL STAFF OR USE THE GOOGLE FORM BELOW FOR CORRECTIONS.***

If you need to request a schedule correction that falls within the guidelines for schedule changes indicated on the Course Correction Form, please access the form [HERE](#). (Active on Sept. 4)

If you are not able to access the Google form, please call the Counseling Secretary Leann Hollenbeak at 541-790-8013 or email her at [hollenbeak\\_l@4j.lane.edu](mailto:hollenbeak_l@4j.lane.edu).

- Have a SPED case manager? Email them to set a time.
- 9th Grader with a special situation? Email Shirley Madathil at [madathil\\_m@4j.lane.edu](mailto:madathil_m@4j.lane.edu)
- 10th or 11th Grader with a special situation? Email Christie Ferris at [ferris\\_c@4j.lane.edu](mailto:ferris_c@4j.lane.edu)
- Are you a senior with BIG QUESTIONS? Email [hollenbeak\\_l@4j.lane.edu](mailto:hollenbeak_l@4j.lane.edu)
- Quick drop of a class? Use the Google Form [HERE](#).

**Deadlines:**

September 18, 2020 - Last day to add a course.

October 2, 2020- Last day to drop without having a “WD” or “WF”. Grade recorded.

**Disclaimer:** This is NOT a guarantee your correction will be honored. If your correction is possible, the revised schedule will be available on StudentVUE once it has been completed by scheduling staff.

**Make sure you have Online Access**

Please make sure you have access to the following:

1. [4J Student Email](#)
2. [StudentVUE](#)
3. [Canvas](#)

Please email Julie Vignoul at [vignoul@4j.lane.edu](mailto:vignoul@4j.lane.edu) or Karen Alavi at [alavi\\_k@4j.lane.edu](mailto:alavi_k@4j.lane.edu) if you need help or do not know your username or password.

**Provide your [General Medical Profile](#) / [Perfil general médico](#)**

*(Only for incoming 9th-graders, new students, or students with a new medical condition not previously listed)*

Click the links above, download the form, and print this form.

Please mail it to:

SEHS School Nurse  
South Eugene High School  
400 E 19<sup>th</sup> AVE  
Eugene, OR 97401

## **Fees and Fee Reductions**

**Parking Contract 2020–2021**

You will have the opportunity to complete this later in the school year if you are planning to park on campus. We will send additional information later in the year.

Complete the [Free & Reduced Lunch Application / Solicitud del hogar para comidas gratis o a precio reducido](#)

Pay fees online at [schoolpay.com](#).

If families have fees from past lost items, we will be sending information home via mail in September since that can be helpful.

Below, we have listed fees that we traditionally publish each fall. Many of them may be undergoing changes this year. Currently, only the optional General School Support item is available to pay in Schoolpay. The other items are not yet active, but we will send out additional information toward the end of Fall Term. We have not included a PSAT fee since the PSAT is not being held at South this fall. If you would like more info regarding the PSAT click [HERE](#). It's an unusual year!

If you are unable to pay the optional General School Support fee online, please contact our Finance Clerk Christi Asha at 541-790-8006. For more information regarding School Pay, please click [HERE](#).

<a href="#">General School Support (Optional)</a> This fund is used to maintain technology and help with classroom supply costs. As some families may wish to contribute in other ways or be unable to make this contribution, please know this is not required. <i>This contribution is tax-deductible.</i>	<b>\$60.00</b>
<b>Yearbook (Optional)</b>	<b>Fee to be determined later in the year</b>
<b>ASB Membership—Required for sports &amp; clubs participation (non-refundable)</b>	<b>Fee to be determined later in the year</b>
<b>Parking Permit for students parking on campus while attending South classes (non-refundable)</b>	<b>Fee to be determined later in the year</b>

## Student ID and School Pictures

School pictures are postponed until students are able to return to the building. Temporary Student ID cards will be made available through mail by the end of September.

## Other Information for Students and Families

### 1. 4J Technology Distribution

If you missed our initial distribution dates, August 26-28, we will have additional distribution dates on August 8 - August 11 from 11am -12pm behind the school by the cafeteria doors. Evening hours available on Thursday, August 10 from 3pm - 5pm. Call our main office for additional questions.

### 2. Acquire the LTD Bus Pass if you ride the bus

LTD offers free bus passes to students enrolled in a 4J school. Students and all community members are currently able to ride the bus for free until October 31, 2020.

To renew last year's bus pass:

Have your bus pass number ready and call the main office at 541-790-8000.

To activate a new bus pass:

Download the TouchPass mobile app ([Apple](#) or [Google Play](#)) and call the main office at 541-790-8000.

### **3. Complete a Volunteer Application**

Support our students and staff by volunteering! Due to COVID conditions, the building is currently closed to the public. However, there may be other ways you can volunteer without coming into the building. District 4j requires all parents new to 4J who are interested in volunteering to submit a volunteer application at [www.helpcounter.net/eugene](http://www.helpcounter.net/eugene). Our Volunteer Coordinator Kathy Ruggles will contact you.

If you have any questions please email our Volunteer Coordinator, Kathy Ruggles at [ruggles\\_k@4j.lane.edu](mailto:ruggles_k@4j.lane.edu).

### **4. Consider participating in Clubs and Athletics at South Eugene**

Every year, South students are able to engage in a variety of clubs. Students interested in starting a new club need to have agreement from a certified staff member willing to serve as a club advisor and should submit a Club Application.

Existing clubs also need to submit a Club Application each year. Clubs are encouraged to continue meeting online during distance learning.

Please email [SEHS\\_info@4j.lane.edu](mailto:SEHS_info@4j.lane.edu) to request a Club Application form.

Sports seasons have changed based on OSAA guidelines for 2020-2021. More information about athletic seasons and registration is available at [seathletics.com](http://seathletics.com).

### **5. Review and sign Annual Forms and Notices**

We have posted annual forms and notices on our SEHS website and will be mailing certain forms home to families.

Please look for them in the mail. Fill out the forms /and mail to:  
South Eugene High School  
400 E 19th AVE  
Eugene, OR 97401

### **6. [2020-2021 School Calendar](#)**