



Summer Reminders and Taking Care of Business Days - 2018-19

We hope you're enjoying your summer vacation. We've been busy getting campus ready for our new and returning Mustangs. It's going to be a great year!!

Taking Care of Business Days: Before your student can attend classes during the 2018-19 school year, several important forms must be submitted on your student's assigned *Taking Care of Business Day*:

	8:00 – 9:15 AM	9:15 – 10:30 AM	<i>Other events on these days</i>
Friday, Aug 17	Seniors L - Z	Seniors A - K	
Monday, Aug 20	Juniors L - Z	Juniors A - K	
Tuesday, Aug 21	Sophomores L - Z	Sophomores A - K	<i>Freshman Link Crew Orientation (9:00 – 12:15)</i>
Wednesday, Aug 22	Freshmen L - Z	Freshmen A - K	<i>Parent Orientation (8:00 AM or 9:15 AM)</i>

Before You Come, carefully read the *Taking Care of Business Days* information found [HERE](#). You will be prompted to review several important policies and to confirm that you and your student have read these documents by printing and signing the [Signature Verification Form](#). You will also need to log into the [AERIES portal](#) (using your parent account) to verify and/or update the student data for each child you have attending SDA. Your final step will be to print your up-to-date *Emergency Card*. Look for an email from the district which includes details related to this process. We depend on the student data in AERIES to communicate with you throughout the year so please review this information carefully. These tutorials may be helpful:

- Instructions for setting up a new AERIES parent account ([English](#); [Español](#))
- Instructions for verifying and updating AERIES student data ([English](#); [Español](#))
- Instructions for changing your AERIES parent account email or password ([English](#))

If you are unable to access or print the required documents at home, we will have printers and personnel available to assist you on your *Taking Care of Business Day*.

What to Expect: Parking will be available in the staff parking lot off Santa Fe Drive. Students will check-in at the "Start Here" table just off the parking lot by the Performing Arts Center. After turning in the two mandatory forms (Signed [Signature Verification Form](#) and Updated **Emergency Card**), students will have their school picture taken (more info below). Students will also receive a list of their 2018-19 courses (actual class schedules will be distributed on the first day of school on Tuesday, August 28). Counselors will be available. Finally, students will have the opportunity to pick up spirit shirts, student planners, buy an ASB membership, and pay for their yearbook at a discounted rate. The entire process will likely take approximately 45-60 minutes.

What to Bring:

- ✓ **MANDATORY** - [Signature Verification Form](#) (**parent/guardian and student signatures are required**)
- ✓ **MANDATORY** - Updated *Emergency Card* (printed from the [AERIES](#) parent portal)
- ✓ **Optional** - [ASB Webstore](#) or Finance Office receipt
- ✓ **Optional** - Student parking permit [application](#), driver's license, auto registration, insurance info
- ✓ **Optional** - SDA Foundation [Mustang Fund Annual Appeal](#) and [Volunteer Form](#)
- ✓ Health and Athletic forms will also be accepted on this day

Are you a fall sports athlete? In order to try out for a sport, the student must first be cleared by the Athletic Office. Instructions for the online clearance process are available on the [Athletics website](#) and at [AthleticClearance.com](#). Once the paperwork is complete, the student's name will be put on a cleared list for the coach. Fall sports begin early in August. Try out dates and times will be posted on the website.

Don't Wait in Line! Pay Online! Beginning August 13, you can purchase many items at the [ASB Webstore](#). On your *Taking Care of Business Day*, skip the Finance Office line, then take your webstore order receipt directly to the ASB station to pick up your items. Click [HERE](#) to preview what you can purchase.

Student Parking Permits will be available for eligible students during *Taking Care of Business* times on Friday, August 17 and Monday, August 20. Carefully read [SDA's Parking Requirements](#). Since an SDA employee will attach your sticker directly to your car, you must drive the car on which the sticker will be attached on your assigned *Taking Care of Business Day*. Parking permits will also be available from the Assistant Principals' Office beginning on September 3rd. Cars will not be ticketed for parking permit violations until October 1st.

Photographs: All students will have their photographs taken for their student identification card during their *Taking Care of Business* time. Photos taken this day will also be used for the yearbook for freshmen, sophomores and juniors. Photo proofs will be emailed to the parent email address listed in AERIES so be sure that address is accurate when completing the AERIES online registration process. School photo make-up day is Monday, September 17.

Make-Up *Taking Care of Business Day*: Wednesday, August 22 between 12:30 and 2:00 pm. If you cannot attend any dates, all forms must be turned in before school on August 28. Students cannot attend classes until all mandatory forms have been turned in.

Link Crew Orientation for ALL Freshmen on Tuesday, August 21 from 9:00 – 12:15 in the gymnasium is for students only. Link Crew Orientation is a super fun opportunity to learn all about SDA, meet teachers and students, get acquainted with campus, and ask any questions you want.

Freshman Parent/Guardian Orientation: Parents/guardians are invited to learn more about setting your freshman up for success on Wednesday, August 22 in the Mustang Commons (Media Center) during your freshman's *Taking Care of Business* time (8:00 AM or 9:15 AM). Even if you've had students at SDA in the past, we strongly encourage you to join us.



[Full Calendar](#)
[Campus Map](#)
[Bell Schedules](#)

8/1	Athletic Clearance Due for Fall Sports
8/13	ASB Webstore Opens
8/17	TCB Day for Seniors (see above)
8/20	TCB Day for Juniors (see above)
8/21	TCB Day for Sophomores (see above)
8/21	Link Crew Orientation for ALL Freshmen (9:00 AM-12:15 PM)
8/22	TCB Day for Freshmen (see above)
8/22	Freshman Parent/Guardian Orientation (8:00 or 9:15 AM)
8/22	Make-Up TCB Day (12:30-2:00)
8/28	FIRST DAY of SCHOOL
9/3	NO SCHOOL
9/5	Late Start Wednesday (9:30 AM)
9/5	Back to School Night (6:00 PM)
9/7	<i>First Friday</i> with the Principal (8:00 AM)
9/10	NO SCHOOL
9/14	Welcome Back Dance (7:00-10:00 PM)
9/17	Make-Up Picture Day (7:30 AM – 2:00 PM)
10/13	PSAT (click HERE for more info)