

2023-24 OCCS Registration Procedures (PS -8)

Dear OCCS Families:

Your OCCS student registration information is ready to be completed online using JMC. **The deadline for completing this information is Wednesday, Aug 2, 2023.**

(*please note this deadline!)

All families of students in grade K - 8 are required to attend one registration night, either August 8 or August 14. Registration will run from 5 - 8 pm both nights. Parents will begin outside the west main entrance. You will meet with a Financial Committee member, Tiger Paws representatives, Grade Level Coordinator chairperson, school nurse, and a board member. If you cannot attend either evening, please contact the office to make other arrangements before Aug. 11.

Step-by-step process to completing the online registration:

- To log into your families JMC account click [here](#). Please make sure the school year selected on this page is 2023-2024. Your username is your last name, if you do not know your password it can be reset using the “Forgot your password” link on that page and reset it via email.
- Select “Register for 2023-2024” on the left side
- Select “Start/Continue the Registration Process” (print the instruction documents from this screen if needed)
- Select “Next” in the top right corner of this page to update your contact information. The first phone number and email address listed will be printed in the Parent Directory. Under the cell phone option, make sure you mark the “SMS (Text Message)” box to receive our text messages.
- As you progress through the screens, a series of questions will come up—each one will require an answer. If the answer to a question is “none”, you will need to type “none” in that box.

- When you get to emergency contact, this should be a non-household member that we can contact in an emergency **if we cannot reach parents.**
- Continue through the next screens until you get to the last screen and **be sure to click on the “finish” button.**
- Click on the link to sign the forms and add your signature to the required forms. You have now completed the online registration.

Free and Reduced Meals Application: To apply for free and reduced meals, from the “Register for 2023-2024” screen, select “Application for Educational Benefits” and follow the prompts to complete the information in JMC. Make sure you fill in all screens until you click ‘Submit’ at the end.

Please be prepared to write separate checks for each of the following at registration:

**Please note: we will not be accepting Venmo payments at registration.*

1. **Tuition/Registration Fee** -all families are required to pay a \$125 registration fee per student in grades K -8 with check or cash. This fee can be included with a tuition check if making a payment at registration, but cannot be paid for using ESA funds. If you will be using a 529 plan to pay your registration fee, please initiate payment prior to registration.

2. **Food Service**- checks are payable to “**OCCS Food Service**” We ask that all families keep a positive balance on their food service account throughout the year.

3. **Music program** if your child is renting a band or string instrument -checks are payable to “**OCCS Music**”

Please note that all remaining tuition balances and food service credits from the previous year will be transferred over after August 1. NICSTO scholarships and TRIP payouts will also be posted after August 1. You can find this information using your JMC login.

We will be sending out more details regarding changes in how tuition fees, payments and credits will be applied at the beginning of August.