

Textbook/Device Pickup and Schedule Adjustment Period: August 5-6, 8-9, 2019 FAQ's (Frequently Asked Questions)

Different Grades, Different Days – but all between 10:00 a.m. – 2:00 p.m.

What is the Textbook/Device Pickup and Schedule Adjustment Request timing?

<u>Mon (8/5)</u>	<u>Tue (8/6)</u>	<u>Wed (8/7)</u>	<u>Thu (8/8)</u>	<u>Fri (8/9)</u>
Grade 12	Grade 11	SCHOOL	Grade 10	Grade 9
Grade 8	Grade 7	CLOSED	Grade 6	

When will the 2019-2020 class schedules be available? Schedules will be available through the parent portal and student portal (*returning students only*) by the end of the day on Friday, August 2. New students will receive their student portal and other account information on the first day of school in their home groups.

What if I cannot come on the scheduled day?

Come on another day. Service works best when the TKA staff can assist all students of the same grade on the same day, however, we will serve your student(s) on a day your family can make it.

I do not need any adjustments to my schedule. I am just here to pick up textbooks. Where should I go?

Please proceed directly to the **library** with a printout of your schedule. If you are sick or out of town on the scheduled pickup day, then a parent (*NOT a sibling or friend*) may pick up your textbooks.

What if I need a printout of my 6th grade student's schedule?

For a printout of a 6th grade student's schedule or to receive textbooks, please proceed directly to the library. Sixth graders are given priority for textbook pickup on Thursday, August 8.

What if I need a printout of my 7th– 12th grade student's schedule?

For a printout of a 7th – 12th grade student's schedule, please stop by the **Schedules & Information** table in front of the K Building facing the parking lot.

What is a legitimate schedule adjustment?

Legitimate schedule adjustments include adding missing courses that are required or changing mis-assigned core classes. This is not the time to change your original elective choices or to choose your favorite teacher.

What is the process to request a schedule adjustment?

Bring in your schedule and proceed to the appropriate **Schedule Adjustment** sign-in table. The junior high table is located just outside the SAO. The high school table is located in the Quad outside the College and Academic Counseling Center (P-2). Our academic counselors and registrar will meet with you in sign-in order. Arriving early does not give you any preferential adjustments. It is highly likely that you will experience less wait time in the afternoon since mornings are generally busy. Please be prepared to wait for your turn (maybe you can catch up on the summer reading that you didn't get completed!) Schedule changes during the Textbook Distribution Week will not include requests for moving into an AP or Honors course unless there was

a scheduling error for a previously approved Honors or AP course. Those changes for students wishing to move out of an Honors or AP course can be accommodated.

What if I have to leave before I can meet with someone to adjust my classes?

You may come back on the next day to meet with a counselor or registrar for course schedule adjustment requests.

May I pick up textbooks for classes that I am not going to adjust?

Because of the complicated nature of schedule adjustment requests, students should meet with a counselor or registrar to request schedule adjustments prior to receiving any of their textbooks. Remember to cover your textbooks once you receive them.

When and where do I collect my device?

- All 6th grade students will be issued an iPad in K-11, which is the classroom next to the Library, during textbook pickup on Thursday, August 8.
- All new 7th and 8th grade students will be issued an iPad in the IT Department office (K-6, by the front parking lot) on their respective textbook pickup day.
- All 9th grade students will be issued a MacBook in the library during textbook pickup on Friday, August 9.
- All new 10th through 12th grade students will be issued a MacBook in the IT Department office (K-6, by the front parking lot) on their respective textbook pickup day.
- 6th through 12th grade students who miss their pickup date can collect their device from the IT department office on Monday, August 12, starting at 10:00 a.m.
- **Note:** *Devices will only be issued once parents have signed the online Device Acceptable Usage policy (in the Parent Portal). Instructions for this process were emailed to parents on July 11.*

When will I get my student's portal and email accounts?

All **new students** will receive their account information when they collect their devices.

How do I purchase and/or pick up pre-ordered P.E. uniforms?

P.E. uniforms pre-ordered by the **deadline of Thursday, August 8** at www.tka.org/pe_uniforms will be shipped to your home on Tuesday, August 20. Students will be required to wear uniforms beginning Monday, August 26. P.E. uniforms have not changed, so gear purchased previously is still acceptable.

Where do student drivers pick up parking permits?

Come to the table located outside the SAO to process your parking permit. Students must present a completed Student Driving and Parking Permit form, in addition to presenting a valid driver's license and proof of insurance. Quicker service will be provided if families pre-enter vehicle data through the parent portal (select the Family Profile, then Review Vehicles).

Where can I turn in my required forms?

Back to School forms can be turned into the SAO, including retreat release forms. Most forms are online this year. Please complete these by going to the TKA Parent Portal, then select School Policy Forms. Direct any questions about forms to the SAO. The school will be **CLOSED on Wednesday, August 7** for our staff retreat.

Where do I get a locker assignment?

When the schedules are made available on the portal at the end of the day on Friday, August 2, you will find the student locker assignments printed on the top left of the class schedule. Students must provide their own lock and keep their lockers LOCKED. See the SAO for any locker issues. TKA is not liable for property loss or damage. Make sure any adhesives used on the lockers is limited ONLY to blue painter's tape; all others are subject to immediate removal by the school.

Can I park in the back lot?

Yes, access to the school from the back lot will be available.

