

Dear BHS students and families,

We are excited to welcome new faces to our BHS community and look forward to catching up with those returning to us. We have a couple of changes coming for the 2022-2023 school year, so please read this newsletter closely to be more informed about the new important information. Our goal at BHS is to prepare our students to thrive in life beyond Brookwood High School. I know that together we can make that goal a reality for the 2022-2023 school year! I look forward to meeting you and working with you this academic year. Please contact our office if you have any questions or need additional information. **Go Panthers!** ~ Mrs. Hubbard

***PLEASE READ THOROUGHLY**

TO RECEIVE YOUR SCHEDULE BY EMAIL

The following three things must be completed:

1. INFOSNAP: ALL students must be registered each year on InfoSnap.

THE CONTACT INFORMATION THAT YOU PUT IN INFOSNAP IS USED TO RECEIVE SCHOOL INFORMATION BY EMAIL, TEXT OR CALL OUT!

PLEASE MAKE SURE IT IS CORRECT.

The number and email used for this is the one you chose as **"PRIMARY"**. For your student to receive texts, see instructions pictured to the right. Any "Emergency Contacts" selected will receive texts and call outs.

InfoSnap must be completed before schedules can be sent. Your code was sent with your report card and has also been emailed. The InfoSnap link is located at www.tcass.net

Any documents you are asked for once InfoSnap is completed, for example, proof of residence or custody agreement, will need to be brought in or emailed to dwmilligan@tcass.net as soon as possible. Thank you.

2. ALL REQUIRED FEES PAID (NEW PAYMENT METHOD):

My School Bucks is the new method for paying fees online.

If you **HAVE** used My School Bucks for your student's lunch account in the past, you will sign in as usual. Once the schedules are ready, there will be invoices there that contain your student's fees for the 22-23 school year. Please do not pay for anything (except any past due fees) until we let you know schedules are ready and we are taking payments. Other items available will be visible as we work on the system, but we are asking that you wait. **We will do a call out and post online when we are ready to accept payments.**

If you **HAVE NOT** used MySchoolBucks for lunch payments before, you will need to either:

- Download the "My School Bucks – MSB Parent, USA" app on your smartphone and "sign up" or visit <https://www.myschoolbucks.com> and "SIGN UP FREE" to create an account.

Once registered, log in to your account and add your student by clicking the circle on the top right-hand corner – My Student – Add Student – Select "Brookwood High" from the drop-down box – add your student's first name, last name and birthdate – Find Student – ADD student – finish.

Once your student(s) have been added to your account, you will see open invoices on the home screen. Add all invoices to the cart and then be sure to check the "store" (third picture on the bottom) for any additional items available for purchase.

We will do a call out and post online when we are ready to accept payments

3. UPDATED PROOF RESIDENCY

All incoming 9th and 10th graders **MUST** have updated proof of residency. This includes a current copy of a lease or mortgage statement **AND** a current utility bill. These forms can be dropped off at the school Monday-Friday between 8am-3pm or you can scan and email them to dwmilligan@tcass.net.

ONCE ALL 3 OF THE ABOVE ARE COMPLETED, YOUR SCHEDULE WILL BE EMAILED TO THE EMAIL ASSOCIATED TO YOUR "MY SCHOOL BUCKS" ACCOUNT. SCHEDULES WILL BE AVAILABLE THROUGH EMAIL BEGINNING AUG. 1 THROUGH AUG. 5.

IN PERSON SCHEDULE PICK-UP

Aug 1st: 10th-12th GRADES: 1PM – 6PM

Aug 2nd: 9th GRADE: 3PM-6PM

All payment types will be received at this time.

Schedule pick up will only be available on these dates.

STUDENT PARKING

All fees must be paid on my school bucks before purchasing a parking decal.

Proof of a valid driver's license, insurance, and registration is required.

Required parking fees.

All parking information can be found on our website.

For Grades 6th - 12th

You will need to add your child and their personal cell phone number as a contact on the **Contacts page** of their InfoSnap enrollment registration. Failure to include them as a contact on their enrollment will prevent District-wide notification software, i.e. school closures, communication from Coaches and other extra-curricular groups, from contacting your child directly.

Directions:

1. Add student as contact
2. For **relationship**, select **Other**.
3. Select **Yes** for **Emergency contact**.

SCHOOL STATUS

This is a communication method allowing teachers to communicate with parents individually. When you receive a text or call from a teacher you are able to save that number and can use it to communicate with a specific teacher all year.

Please don't "opt out" of these messages, as this is our main form of communication.

9th and 10th Grade Students

Updated proof of residency is required for all 9th and 10th grade students, this includes: a current copy of a lease or mortgage statement **AND** a current utility bill.