



2017-18 Back-to-School Checklist

Please complete all steps by [Monday, Aug 21](#)

To Do (all families)

- 1. **Go to intlschool.org/portal. Click “Verification.”** Check “Next” to update:
 - All contact, health information and do-not-publish boxes (DNP) for the school directory. Please add at least one emergency contact who is located on the West Side during the day. Be sure to click the “confirm verification” button when you are done.
- 2. **Have you been receiving the *In The Know (ITK) Parent Bulletin by e-mail?*** If not, double-check #1 above. Check your spam folder. Designate intlschool.org in your safe-senders list.
- 3. **Purchase school supplies.** See lists at intlschool.org/lunch-supplies. Put your child's name on anything that is worn to school, all year long.
- 4. **Sign up for a volunteer account on Volgistics** (*if you have not already done so*). The TIS Parent Network offers wonderful, diverse ways to help the school. Our volunteer system makes it easy to sign up and to track your hours. For more information, go to intlschool.org/volunteer.
- 5. **Immunizations.** New students: submit a completed immunization form (intlschool.org/immunize). Returning students: send an updated one if there have been changes. Any child with incomplete immunizations must be excluded from school by law. For information about exemptions, visit public.health.oregon.gov/Prevention/Wellness.
- 6. **Child-is-sick plan.** Know your caregiver plan for when your child is sick. See intlschool.org/parent-handbook “Health” section for “What is too sick for school?”
- 7. **Prepare an Emergency “Comfort Kit.”** For more information and item samples, visit intlschool.org/comfortkits
- 8. **Want to chaperone field trips?** All classroom volunteers & chaperones must submit a new background check every 2 years. See intlschool.org/field-trips and bring your completed form to a receptionist.
- 9. **Want to drive for field trips?** (*grades K-5 only*) We need copies of your background check, driver's license & insurance. Send scans or (clear) phone photos to chaps@intlschool.org. See intlschool.org/field-trips for details.
- 10. **TIS T-shirt too small?** Stop by any front desk on Aug 29 to 31 to get a (free) new one if needed. See TIS store for more spirit wear (*optional*) at intlschool.org/spirit.

Optional Resources

- 1. Need **on-site after-school care?** Visit www.squaregator.com.
- 2. Sign up for **lunches** at intlschool.org/lunch-supplies.
- 3. **After-school classes** will be posted during the month of August at intlschool.org/after-school. Watch TTK for details.
- 4. **Calendar:** intlschool.org/calendar-print. (Updates at intlschool.org/calendar)