



# Prairie Catholic Schools

St. Gabriel's Elementary  
515 N Beaumont Road  
Prairie du Chien WI 53821  
608-326-8624

St. John's Middle School  
720 S Wacouta Ave  
Prairie du Chien WI 53821  
608-326-4400

July 30, 2013

Dear Prairie Catholic Parents,

I know I feel like we just started summer break but some parents that have sat through countless activities assure me that it is, indeed, time for the kids to return to school.

We have two registration dates set for Tuesday, **August 6<sup>th</sup>**, from 12:00pm to 7:00pm and Wednesday, **August 14<sup>th</sup>**, from 8:00am to 1:00pm. Both dates will be held at St. Gabriel's school and again this year the photographer will be in to take school pictures. Forms will be available at registration or visit B & C's website at [www.bandcstudios.com](http://www.bandcstudios.com), click on Underclass Ordering on the top right of the page, select Prairie Catholic Schools, this should be ready to go next week. There is a fee for placing orders online.

Again this year with Skyward we hope we have eliminated most of the paper work and make the registration process more efficient. Skyward has made updates to the system. Things will look different, however once you get familiar with the changes we hope you find the updates helpful. Everyone is strongly encouraged to do the pre-registration steps at home prior to the registration dates. If you do not have on-line access at home, you can come to our school offices during the summer hours. Please call to confirm times. Just as it was last year, you will need to complete registration online, print the confirmation and bring it with you.

On-line registration is available now and will remain available until August 16<sup>th</sup>.

- Your access to on-line registration is available on the Prairie Catholic School webpage: [www.prairiecatholic.org](http://www.prairiecatholic.org)
- From there, you must click on the Skyward tab on the right hand side of the page.

❖ ***You will need your user name and password, if you need this information, please contact either office by email or phone @ [dmezera@prairiecatholic.org](mailto:dmezera@prairiecatholic.org) (326-8624) or [rzeil@prairiecatholic.org](mailto:rzeil@prairiecatholic.org) (326-4400).***

There are 7 steps in the on-line registration process. If you need to stop at any point in the process, your entered data will not be lost.

Here are some additional notes to help you through the on-line registration process (there are not notes on every section, just those needing clarification):

- ⇒ Always click the "SAVE" button after making changes/entering information. If there is no "SAVE" button available, click the "BACK" button. This will ensure proper saving of information.
- ⇒ Step 1 – Demographic Information  
Please take the time to verify that all the information is current and correct. You will need to do step 1a - 1f, when finished with section 1f, check "I have completed this step" in red to the right. PLEASE REMEMBER YOU MUST DO STEPS 1a - 1f BEFORE CHECKING THE BOX.
- ⇒ When finished with the registration process, you must print the entire e-mail confirmation that you receive for each child. You and your child(ren) must also sign these.
- ⇒ ***If you are unable to on-line register before arriving on August 6<sup>th</sup> or August 14<sup>th</sup>, a computer will be available and you will be required to do so before going to the next step.***

Also, for any student in grade 5-8 interested in going out for a fall sport the sign up meeting will be held Monday, August 5<sup>th</sup> starting at 6:30 p.m. at the High School.

Tuition statements are enclosed. Please remember that the Non Volunteer Assessment can easily be offset by volunteering 20 hours during the school year. If your family is receiving assistance this amount is 40 hours.

When you come to registration at St. Gabriel's Elementary School on Tuesday, August 6<sup>th</sup>, from Noon to 7:00pm or Wednesday, August 14<sup>th</sup> from 8:00am to 1:00pm the protocol will be:

1. Hand in pre-registration confirmation e-mail. (If you are unable to do this before arriving, a computer will be available and you will be required to do so before going to the next step.)
2. Pay tuition, fees, lunch money and verify tuition commitment plan.
3. Take student picture (All students are required to take pictures even if you do not purchase any.)

If you have any questions, or concerns, please contact either school office. As always, we thank you for making an important decision, one that shows your determination to act in the best interests of your child. I know you will agree that Catholic schools provide an education we can all have faith in.

Have a great end to your summer and we will see you on August 22<sup>th</sup>.

Wade Marlow  
Principal  
Prairie Catholic