



*a culture of excellence*

May 21<sup>st</sup>, 2018

Dear Parent(s) or Guardian(s),

This letter is to inform all parents and/or guardians about the K-12<sup>th</sup> registration process for the 2018-2019 school year. **NPUSC will be using an online registration program called Power School Registration, formally known as "Infosnap."** We know that it can be cumbersome to fill out many paper forms and the repetitiveness can be very time consuming. Therefore, we are continuing to use an online program that is faster and more efficient, especially to those of you that have multiple students within our district. On or about June 29<sup>th</sup>, you will receive a letter with each of your children's registration codes so you can register online before the registration event and/or before the start of school.

**K-5<sup>th</sup> Grade Parent(s) or Guardian(s)**

You may take care of ALL paper work (textbook fees, apply for free and reduced lunch if applicable, fill out emergency information, and obtain the optional iPad insurance) through the Power School Registration website before registration or the start of the school year. If you do not have WIFI access at home, we will have computers set up at our registration event with iCoaches to assist you in any way possible. You ONLY need to attend the registration event if you would like to pay your textbook fees by check/cash or obtain a payment plan for either iPad insurance or textbook fees. Your child will not be receiving their iPad during this registration event, however they will receive their iPad at the start of the school year with their classroom teacher. You can register online at any time after July 11<sup>th</sup>, or you can go to your child's school office after August 6<sup>th</sup> to access the school computers to register.

**6<sup>th</sup>-12<sup>th</sup> Grade Parent(s) or Guardian(s)**

You may take care of ALL paper work (textbook fees, apply for free and reduced lunch if applicable, fill out emergency information, and obtain the optional iPad insurance) through the Power School Registration website before registration or the start of the school year. If you do not have WIFI access at home, we will have computers set up at our registration event with iCoaches to assist you in any way possible. If you complete these items before the registration event, you will have a very short time to wait to pick up your child's iPad. We would like you to attend the registration event so that your child may receive their iPad before the start of the school year. All 6<sup>th</sup>-12<sup>th</sup> grade class schedules will be completed for this event. Parking passes for high school students will also be available for purchase at the registration event. Parking passes cannot be purchased before hand on the Registration website. If you have a conflict with attending the event, you can register online at any time after July 11<sup>th</sup>, or you can go to your child's school office after August 6<sup>th</sup> to access the school computers to register. If you cannot make the registered event, please note your child will not receive their iPad until after the start of school.

**The K-12<sup>th</sup> grade registration event will be located at the MS Gymnasium on Central Time (school time).**

**Tuesday, July 31<sup>st</sup> 10:00am-8:00pm**

Below are some common questions/answers that parent(s)/guardian(s) might have prior to the registration event.

**What are the Acceptable Use Policies?** Acceptable Use Policies (AUPs) are an integral part of any 1:1 technology framework. An AUP must be concise and clear, while at the same time covering the most important points about what users are, and are not allowed to do with their device on or off the school network. AUPs are written to protect the student and the school corporation. Our school board and legal counsel have approved this NPUSC Acceptable Use Policy. Parents will have to sign the AUP before their child receives an iPad. A student may not have access to their iPads until this form is signed.

**What are the 2018-2019 textbook fees and how have they changed?** We know that many of you like to plan ahead on textbook fee rental, and next year we will continue to have a flat fee for each grade level for all K-12<sup>th</sup> grade students. Please note that high school students taking AP, Dual Credit, or specialized classes will have an additional charge. A charge of \$25 fee for one specialized course taken; \$18.75 fee for each class if 2 or more specialized courses are taken. These textbook rental fees include fees for textbooks, electronic devices, and consumables such as workbooks utilized by the individual student. Textbook rental fees will be assessed for every student. The State of Indiana does offer textbook assistance (textbook assistance is not available for insurance plans) to those families who qualify for free and reduced price meals. You can apply for free and reduced price meals at the following link:

[https://www.myschoolapps.com/Home/DistrictRedirect/NEW\\_PRAIRIE\\_IN?langid=1](https://www.myschoolapps.com/Home/DistrictRedirect/NEW_PRAIRIE_IN?langid=1)

You can also access this link on the New Prairie home page. Applications will open July 1, 2018. The link will also be provided on the Power School Registration website. You can also pick up the application at your child's school office.

**When are textbook rental fees due?** Textbook rental fees are due by September 28<sup>th</sup>, 2018. Payments can either be made at your child's school, the registration event, or at the NPUSC Central Office at 5327 N Cougar Road New Carlisle, IN 46552. If you wish to enter into a payment arrangement to spread your payments into 4 equal installments due Sept. 14<sup>th</sup>, Oct. 15<sup>th</sup>, Nov. 15<sup>th</sup>, and Dec. 14<sup>th</sup> of 2018, then a payment agreement must be signed no later than September 28<sup>th</sup>, 2018. Payment arrangements can either be made at the scheduled registration event or may be made by contacting the central office. Only a legal parent/guardian may enter into a payment

plan. If a parent/guardian has been turned in to collections within the last two school years, then a payment plan will not be allowed. If fees are not received or an approved payment arrangement made by September 28th, 2018, then your account will be turned into a third party collection agency. A \$10 fee will be added to your account as well as any charges or fees added by the third party collection agency. Failure to satisfy the payment agreement **plan will also result in your account being submitted for collections with the same additional fees as listed above.**

Kindergarten \$105  
1<sup>st</sup>-2<sup>nd</sup> Grades \$125  
3<sup>rd</sup>-5<sup>th</sup> Grades \$155  
6<sup>th</sup>-8<sup>th</sup> Grades \$185  
9<sup>th</sup>-12<sup>th</sup> Grades \$210

**What is offered with the optional iPad insurance and how is it changing?** By law we are not allowed to mandate that parents/guardians purchase iPad insurance. New Prairie United School Corporation will continue to offer individual device insurance plans with a zero dollar deductible. Plans must be purchased or waived prior to the receipt of the individual device. Payments for the policy can be made via cash, check, money order, or credit/debit card. Credit, debit and/or e-check payments can be made by selecting the link on the Power School Registration page. An additional processing fee will be charged for online payments. The printed receipt or screen shot on a mobile device will need to be presented to receive the iPad. If you wish to pay via regular check, cash or money order, then you must pay in person at the registration event or make payment at your child's school. If you wish to enter into a payment arrangement for iPad insurance, you may spread your payments into 4 equal installments due Sept. 14th, Oct. 15th, Nov. 15th, and Dec. 14th of 2018. **Payment plans may only be completed at the registration event or at the Central Office at 5327 N Cougar Road.** Under Indiana Statute, insurance plans do not qualify for consideration under textbook assistance. This school year, we are offering a discount if purchased at one of the registration events due to extra staffing that will be at that event. Our repair facility guarantees that the student will have their iPad returned to them within 7-10 business days. For devices lost, stolen, or damaged beyond repair, \$329 replacement cost will be applicable. If a device is non-repairable, we may transfer the policy to a different device if it is determined that the non-repairable status is not the result of abuse or neglect. The insurance policy does not cover water damage. We will issue a replacement device if we determine that the device covered under our plan cannot be repaired or it was lost due to theft. A new protection plan will need to be purchased for the replacement device.

**Elementary Students                      \$30 (\$25 if purchased at the scheduled registration event)**

**Middle/High School Student    \$35 (\$30 if purchased at the scheduled registration event)**

**\*To receive the discount insurance rates, the payment has to be made no later than July 31<sup>st</sup> in person at the registration event or on the Power School Registration website.**

**Why will my child be issued a NPUSC Student Email Account?** Students will be assigned email accounts for use of our Learning Management System (Schoology and Google Classroom), as well as being able to share work with their classroom teacher. The primary grades will use this feature through Google Classroom next school year and the 5<sup>th</sup>-12<sup>th</sup> grade students will use it within Schoology. The email address will be in the form of username@npusc.k12.in.us.

**What is new to the Apple IDs and passcodes?** NPUSC will continue to manage the Apple ID for each K-12<sup>th</sup> grade student. Apple has created the managed Apple IDs for use of their Apple Classroom App, which allows more proficient backing up of data on the device in regards to content and iTunes University. This method will also help in terms of the privacy and security needs of the school system. All students will be required to use their assigned managed Apple IDs. Students will **not** be able to put individual passcodes on their devices and this feature will be disabled on each iPad for the 2018-2019 school year. If you have any questions regarding either of these changes, you may contact Mark Norton, Director of Technology at [mnorton@npusc.k12.in.us](mailto:mnorton@npusc.k12.in.us) or 574-654-7273.

**What can you expect at the registration event?** To help speed up the process, each 6<sup>th</sup>-12<sup>th</sup>-grade student will still be given an iPad **after completing all forms online with the Power School Registration program.** Their iPad will be configured to their assigned Apple ID. All newly registered students will not receive their iPad until the first week of school. Registering new students and onboarding them into our system does take a longer amount of time. New and already registered students to NPUSC should still attend the event and take care of all proper paper work to ensure that their iPad can be processed right away. If you have not registered with your child's school, then you need to do that first before coming to the event.

All information for this event is also available in a Spanish version on the NPUSC website. We look forward to seeing you this fall!

Dr. Carrie Cannon  
Assistant Superintendent  
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