

# CHECK-IN PROCEDURES

1. All students MUST have Parent Forms completed prior to check-in at school. Parent Forms may be completed on Power School starting Monday, July 10, for each student at CCHS. (New this year: parent forms are NOT automatically filled in from prior years.)
2. Each student MUST check in for him/herself. Parents may pick up their students at the West Cafeteria exit door. For incoming 9th graders, please allow approximately one hour for them to complete all required check in stations. For grades 10-12 the process typically takes less than 30 minutes unless they are picking up a new technology device.
3. Print and bring to check in, form #1 and optional forms if needed.

**Students may not attend classes until they have completed the check-in process and have their CCHS picture ID.**

**Have you moved?** Address changes must be made with District Admissions prior to check-in. Proof of the new address is required. **We are unable to make changes in PowerSchool using the forms you turn in at check-in.**

## Print and Bring these forms (available on the CCHS web site) to check-in:

- **REQUIRED - #1 Check-in Cover Sheet:** You cannot continue if your address is not current. Click here to change or update your address: <https://www.cherrycreekschools.org/site/Default.aspx?PageID=13767>
- **OPTIONAL - #5A and 5B Application for Parking Permit:** Complete BOTH forms including the copies of the student's driver's license and car registration on form 5B. Juniors and Seniors can purchase a parking pass only thru late check-in on Monday, August 14th.
- **OPTIONAL - #6 Lifetouch School Portrait Information:** If paying by check, please write a separate check payable to Lifetouch.

*All students, including seniors, must have their pictures taken for school ID's.*

**Absolutely NO COSTUMES will be permitted.**

**There are no schedule changes during the week of check-in.**

**STUDENTS MUST CHECK-IN AT THEIR ASSIGNED TIMES or a later make-up time.** Students who miss their assigned time can check-in at ANY make-up time/day AFTER the scheduled time. Students MAY NOT check-in ahead of their assigned time.

<b><u>2023-2024 School Year</u></b>	Mon. Aug 7th <b>12th Grade</b>	Tues. Aug 8th 11th Grade	Wed. Aug. 9th 10th Grade	Thurs. Aug 10th 9th Grade
<b>Location : West Cafeteria</b> Enter West Building through North doors (W 19) across from the Registrar's Office.	10:00—Lf-Mo 10:20—Mp-Pe 10:40—Pf-Rz 11:00 —Sa-Sm 11:20—Sn-Ts 11:40—Tu-Z 12:00—Aa-Bq 12:20—Br-Cu 12:40—Cv-Fu 1:00—Fv-Ha 1:20—Hb-Ka 1:40—Kb-Le <b>2:00 to 3:00</b> <b>Make-ups</b> <b>12<sup>th</sup> grade</b>	8 :00—Fv-Ha 8:25—Hb-Ka 8:50—Kb-Le 9:15—Lf-Mo 9:35—Mp-Pe 10:00—Pf-Rz 10:25— Sa-Sm 10:50— Sn-Ts 11:15— Tu-Z 11:40— Aa-Bq 12:10— Br-Cu 12:35— Cv-Fu <b>1:00 to 2:00</b> <b>Make-ups</b> <b>12th &amp; 11th</b>	8:00—Fv-Ha 8:25—Hb-Ka 8:50—Kb-Le 9:15—Lf-Mo 9:35—Mp-Pe 10:00—Pf-Rz 10:25—Sa-Sm 10:50—Sn-Ts 11:15—Tu-Z 11:40—Aa-Bq 12:10—Br-Cu 12:35—Cv-Fu <b>1:00 to 2:00</b> <b>Make-ups</b> <b>10th-12th</b>	8:00—Aa-Bq 8:25—Br-Cu 8:50—Cv-Fu 9:15—Fv-Ha 9:35—Hb-Ka 10:00—Kb-Le 10:25—Lf-Mo 10:50—Mp-Pe 11:15—Pf-Rz 11:40—Sa-Sm 12:10—Sn-Ts 12:35—Tu-Z <b>1:00 to 2:00</b> <b>Make-up</b> <b>All Grades</b>

Freshman Orientation is Tuesday, August 15<sup>th</sup>.

New Student Orientation (10<sup>th</sup>-12<sup>th</sup> grades) is Monday, August 14<sup>th</sup>. More information will be sent by email in early August and posted on the website.

Busing information will be mailed the first week of August. If you have questions about buses, the transportation phone number is 720-886-7400