



WINDSOR LOCKS HIGH SCHOOL

A Professional Learning Community

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Principal
Rebecca Aldred

Assistant Principal
Carrie Grado

Good evening, WLHS Students & Families,

This year, we will **not** be sending home the traditional back to school packet for you to complete. Instead, we are requesting that you complete these forms, online, by September 22, 2020. In order to assist, we have provided details on each of these forms below.

To get started, the following link will take you to the Parent Portal Sign in Page in PowerSchool.

<https://wlps.powerschool.com/public>.

Once logged in, please click on “**Forms**” located on the left side of screen under the Navigation Pane. Please fill out the following forms:

DEMOGRAPHIC INFORMATION

- New Student Contacts. Please review the information and make any corrections.

EMERGENCY/HEALTH

- **WLHS Health Information Update:** This form should be reviewed and updated every year, since it indicates any changes to medications or allergies. It also gives the school permission to administer ibuprofen.

ENROLLMENT INFORMATION

- **Other Required Demographic Fields (Armed Forces & Immigrant Status):** Please read through the descriptions of the TWO designations and check the TWO boxes that best describe your student’s status. This information is secure and ONLY used to track students’ data.
- **Demographics:** This is where the student profile information is located. Please review the information and make any corrections or updates.

WINDSOR LOCKS PUBLIC SCHOOL AGREEMENTS

- **Media Release:** Please review and sign off on this form, which outlines the WLPS District policy regarding photographing/videotaping of students. The BOE policy can be found at <https://www.wlps.org/view/3014.pdf>.
- **Network User Agreement - Students:** Please review and sign off on this form, which outlines the WLPS District policy regarding Network Use. The BOE policy can be found at <https://www.wlps.org/view/475.pdf>.

- **Suspendable and Expellable Offenses:** Please review and sign off on this form, which outlines the consequences students can face if involved in any of these behaviors. The BOE policy can be found at <http://windsorlocks.cyberschool.com/view/3001.pdf>.
- **WLHS Parent/Guardian Laptop Insurance Form:** Please select Dell Laptop insurance option. If purchasing insurance, your payment options are:
 - Online Payment(in process of setting up)
 - Mail a check to the Windsor Locks High School, Attention: Aimee Gauvin, 58 South Elm Street Windsor Locks, CT 06096. **In the Memo Line, please state the name of the student.**
- **WLHS Student/Parent Handbook Release:** After reading through your Student/Parent Handbook carefully, parents and students should sign off, acknowledging that both parents and students understand some of the most important district policies. The following link will take you to this handbook <https://www.wlps.org/WLHS/Portal/studentparent-resources>.

If you require any further clarification, please do not hesitate to contact Windsor Locks High School at 860-292-5032

Warm regards,

Rebecca Aldred
Principal