

Seven Oak Middle School
550 Cascade Drive
Lebanon, OR 97355
541-451-8416



April 27th, 2017

Dear Parent/Guardian:

This letter contains important information for registering your student for Seven Oak Middle School. Lebanon Community Schools is implementing a new online enrollment program called Registrar. This program will be your first step in registering your student for the 2017-2018 school year. This system is open to students enrolled in Lebanon Community Schools during the 2016-2017 school year and new students to our district. The goal is to reduce paper and long lines associated with registering by completing most paperwork online before attending registration in the fall. This year, you can pay your fees online and register all your students from one location with the same login information.

The following options are available for registering your student:

- **Option 1:** Register your student(s) online from the convenience of your home. You can save your registration and complete in more than one session.
- **Option 2:** Attend an open house and register your student(s) online (limited computers available)
 - **May 8th** from **5-7 PM** in the **Seven Oak Middle School library**
 - **May 22nd** from **5-7 PM** in the **Seven Oak Middle School library**

To begin the registration process:

- Visit our website: www.lebanon.k12.or.us/schools/seven_oak and click on the registration link on the right hand side of the screen. This will take you to the Registrar registration and login page.
 - **For re-enrollments:** Use your Pinnacle (PIV) login to access the system. Your Pinnacle login can be obtained by emailing the Registrar at your current school or the Seven Oak Registrar, Jenny Fair, at jenny.fair@lebanon.k12.or.us
 - **For new enrollments:** Create an account using your email address
- When you visit the page for the first time you may click on the Register link at the top right hand corner of the screen. Once you are registered, you will be able to use the Login link.
- For re-enrollments your household information will be visible in the dashboard. For new enrollments, you will need to enter this information.
- Complete registration steps 1-8 for each student.
- After steps 1-8 are complete, please return to the registration link on the school website for additional required and optional forms. These forms can be printed at home or copies will be provided during registration.

- To complete the registration process, please come to the school at the times posted below:

Registration times for the 2017-2018 School Year:

Thursday, August 10, 2017

12 pm - 6 pm **6th grade and multi-student families**

Friday, August 11, 2017

9 am - 3 pm **7th & 8th grade families**

- Students will receive their lockers, pay school & sports fees, and receive other important school information. If your child is participating in sports at Seven Oak, please visit our website for the physical forms that are required before practices begin.

- **FAQ's**

- What if I do not have an email address?
 - There are many free, web-based, email providers that are currently available. It usually takes just a few minutes to create an account.
 - If you go to www.gmail.com you can click on the link that says "Create an Account."
 - If you go to www.hotmail.com, you can click the link that says "Sign up."
 - There is also www.yahoo.com, where you can click the link that says "Sign up."
- What if I do not have a computer or internet access at home?
 - You may attend one of our parent nights in May or registration in August (limited computers available)
 - You may use a public computer at the Lebanon Library
- What if I don't know the number of my emergency contact?
 - We cannot have an emergency contact without a number listed. This is a required field.

Thank you for your patience as we implement a new system this year.

Sincerely,

Jenny Fair

Registrar

Wayne Reposa

Principal