

May 11, 2020

Dear Parents/Legal Guardians,

As we look forward to the opening of the 2020/21 school year, it is time, once again, to complete our registration paperwork to ensure we have the most current and accurate information on your child(ren). This is normally handled with take-home packets, but it will come as no surprise that we will be handling this process, as much as possible, digitally this year.

Attached you will find a fillable pdf including yearly mandatory registration documents. At this time, we are just including the registration card documents. All other documents will be sent home during our meet the teacher day in August as a first day packet. If anything changes and we need to complete those forms electronically we will keep you informed and send at that time. Please complete and submit the registration documents included in this email by **May 18, 2020**.

There are several steps to the process:

1. Download and complete documents for each school-age child. When it is complete, please save your document with your child's last name.first name. For example, if your child's name is John Smith, you would save your document as smith.john.
  - i. verifying they receive mail.
2. E-mail all 4 sheets to our universal e-mail address:

[NewVieraAreaSchool@Brevardschools.org](mailto:NewVieraAreaSchool@Brevardschools.org)

While we will remain vigilant about the security of all of our platforms, including email, we are also aware that systems can be compromised. If there is any information included in this registration paperwork that you are concerned about sharing across email, please contact Mrs. Schwab at [schwab.adrienne@brevardschools.org](mailto:schwab.adrienne@brevardschools.org) and additional arrangements can be made.

While we don't know exactly what the start of school might look like next year, we want to be prepared regardless of this uncertainty. To that end, our first step is the submission of complete and accurate registration paperwork submitted by May 18, 2020. As soon as we are given further direction from the state, we will be able to provide more information about the rest of the registration process.

Sincerely,

Adrienne Schwab

School Principal