

2022-2023 Registration/ Open House
Packet

5035 Vermack Road
Dunwoody, GA 30338
www.dunwoodyhs.dekalb.k12.ga.us

Dunwoody HS



Registration/Open House times:

11:30 AM-12:30 PM– 12th Grade

12:40 PM-1:40 PM– 11th Grade

1:50 PM-3:50 PM- 10th Grade

4:00 PM– 6:00 PM 9th Grade

Transfer students:

8:30-11am or 2-4pm (Cafeteria)

New students: 8:30-11am
(Cafeteria) or 2-4pm (Media Center)

Withdrawals:

8:30-11am or 2-4pm
(Counseling Suite)

Out of Town? If your family will be out of town and unable to attend Registration Day, your student must provide proof of residence by Friday, August 19th or student will be withdrawn from Dunwoody High School.

WELCOME, New & Returning Wildcats!!!

All students and their parents should attend Registration/Open House Day to:

- Pick up class schedules
- Apply and pay for a student on-campus parking space – SENIORS ONLY
- Join the PTSO and donate to the DHS PTSO Annual Fund
- Pay school fees: class dues and PE Uniforms
- Purchase Spirit Wear!!! (Spirit wear will be sold by our DECA students.)
- Gather information you need to know — IC Portal, school lunch, testing calendars, bus routes, sports schedules, club info, and more.

Annual Verification

All returning and new students must complete an annual verification before they will be allowed to proceed with school registration*

Please bring a **COPY of picture ID and a current** (within past two months) **utility bill** (gas, power or water; not phone or cable) or a current mortgage or lease agreement. ALL PARENTS/GUARDIANS MUST CONFIRM WHO THEY ARE BY SHOWING A PICTURE ID AND PROOF OF RESIDENCE.

**This can be done July 26-August 2 (9AM-12 PM or 1-3PM)
in the Attendance Office or on Registration Day.**

Instructions on how to complete it:

<https://www.dekalbschoolsga.org/documents/online-registration/existing-student-registration-parent-how-to-guide.pdf>

Link for annual verification:

<https://www.dekalbschoolsga.org/online-registration/current-student-annual-verification/>

Main Office 678-874-8502

Attendance 678-874-8520

Registrar 678-874-8506

Counseling 678-874-8532

Discipline 678-874-8522

Cafeteria 678-874-8536

School Hours:

8:10 AM-3:15 PM

The 2022-2023 school calendar is located on front page of DHS Homepage:

<http://www.dunwoodyhs.dekalb.k12.ga.us/>

**School begins on
Monday, August 8, 2022**

Dunwoody High School follows the DCSD Code of Student Conduct.

www.dekalbschoolsga.org/student-relations

Dunwoody High School Registration Process -- 2022-2023

Seniors: 11:30am-12:30pm

Juniors: 12:40pm-1:40pm

Sophomores: 1:50pm-3:50pm

Freshmen: 4pm-6pm

Transfer students: 8:30-11am or 2-4pm (Cafeteria)

New students: 8:30-11am (Cafeteria) or 2-4pm (Media Center)

Your student must be registered with DeKalb County School District **AND** Dunwoody High School:

- Returning DHS student, or
- Rising 9th grader from feeder school, Peachtree Charter Middle School, or Previously registered with Dunwoody High School this past summer

When you arrive, please visit the cafeteria to turn in the Emergency Contact Form, complete the Annual Verification and pay class dues.

STEP 1 in CAFETERIA

Step 1 REQUIRED – Annual Verification & Emergency Contact Form

Parent or guardian will need to bring in a copy of their ID and CURRENT (within last 2 months) power bill, water bill, gas bill, or mortgage / lease. *Cable and phone bills are not acceptable forms of proof of residence.* **Lines will be formed alphabetically by student's LAST NAME (NOT grade).** Emergency contact forms will be collected at this station as well.

Step 2 REQUIRED – DHS School Payments

You are welcome to pay via the school web store or use a cashier's check/money order or cash.

Once steps 1 & 2 have been completed, proceed to **VISIT OUR SCHOOL STORE IN THE CAFETERIA.**

If you need assistance registering for the Membership Toolkit, please see one of our PTSO volunteers in room 2122.

THEN PROCEED TO "CLUB ROW" ON THE SOCIAL STUDIES AND ENGLISH HALLWAY (FROM FRONT FOYER, TURN RIGHT AND PROCEED TO THE 2100 HALLWAY) AS YOU MAKE YOUR WAY TO THE GYM.

STEPS 3 - 5 in GYM

***NOTE: LOST MEDIA CENTER BOOKS MUST BE PAID FOR OR RETURNED PRIOR TO RECEIVING A SCHEDULE! ***

Step 3 REQUIRED – Class Schedules Table

Lines are formed alphabetically by student's LAST NAME and GRADE.

[Schedule Change Request Form](#)

Step 4 PTSO Membership and Annual Fund Checkout

Join the PTSO at this station. All DHS families are encouraged to be active members of the PTSO. PTSO is an organization run by volunteers to support and benefit the students and faculty of DHS. The Annual Fund is the PTSO's only fundraiser of the year. It is an excellent way to be involved and make a big difference in a small way to your student's educational experience.

Step 5 SENIORS ONLY (optional) on-campus parking permits– \$45. Complete the parking application and submit it in the gym on Registration Day or online. Documentation required will be verified at that time. A live random selection process will be held at 4PM; however, hangtags will be available for pick-up the next day, Friday, August 5th. PLEASE NOTE: Lottery winners who do not purchase AND pick up their hangtag by Monday, August 8, at 4 p.m. will lose their parking space. If a parent/guardian plans on purchasing and/or picking up a hangtag for their child, they must be listed in Infinite Campus.

**For more information, please visit the
Dunwoody High School website.**

NEW Student Registration

Students NEW to DeKalb County School District & TRANSFER students:

(THIS DOES NOT APPLY TO STUDENTS COMING FROM PEACHTREE CHARTER MIDDLE SCHOOL.)

Please use this link for a list of documents needed to enroll:

<https://www.dekalbschoolsga.org/online-registration/new-students/>



Infinite Campus- Parent Portal

This is a secure, web - based application that allows parents, guardians, and students to view information and communicate with teachers.

www.dekalb.k12.ga.us

Go to Parent Drop-Down Tab, choose Infinite Campus Portal, and click on Campus Portal Parent Login under PARENT tab. Log in or follow instructions if you don't remember, or don't have an activated user name & password.

If you need assistance, please contact
Ms. Pamela Holloway at
Pamela.T.Holloway@dekalbschoolsga.org

Withdrawals

Step 1:

Please email Dunwoody High School's registrar, Ms. Holloway (DunwoodyHS@dekalbschoolsga.org). In the email, please detail student(s) name(s) you wish to withdraw, grade level, and school they will attend for the 2022-2023 school year.

Please also attach an ID for verification of student parent/guardianship (driver's license, passport, visa).

Step 2:

You will receive a withdrawal confirmation email with documents to submit to new school for enrollment.





Required Forms

Form 3300 (Certificate of Eye, Ear, Dental, Nutrition/BMI Exams)

A student, regardless of grade level, who has never been in a Georgia public school must provide certification of eye, ear, dental, and nutrition (BMI) examinations on the Georgia Department of Human Resources Form 3300.

Forms may be obtained and completed at the local public health departments (see list below) or physician offices. The nutrition (BMI) screening costs \$30. The fees for the required vision, hearing, and dental screenings are \$10 each if given at the Board of Health Immunization Center locations listed in the next column. Medicare covers these costs, with the exception of dental, for students who are covered by Medicare; Medicaid, PeachCare for Kids, SHBP, and other insurances are also accepted. Otherwise, be prepared to pay by cash, debit/credit card, or a check from a GA bank.

Form 3231 (Certificate of Immunization)

Georgia Law requires children attending school (Kindergarten – 12th grade) to be age appropriately immunized with all the required vaccines at the time of first entry in school. A new entrant is a child entering a school in Georgia for the first time or entering after having been absent from a Georgia school for more than 12 months or one school year. All students (including foreign exchange students), regardless of grade, must have the Georgia Department of Human Resources Form 3231 immunization certificate marked "Complete for School."

For exceptions and/or more information, click on this link:

<https://www.gadoe.org/External-Affairs-and-Policy/AskDOE/Pages/New-Student-Requirements.aspx>

For more information on back-to-school services, visit www.dekalbhealth.net or call (404) 294-3700.

DeKalb County Board of Health

Offers Back-To-School Services

Back-to-school services include immunizations and vision, hearing, dental, and nutritional (BMI) screenings, as well as issuing certified birth certificates for children born in Georgia.

The Board of Health also offers sports physicals at the East DeKalb Health Center.

Board of Health Immunization Center Locations

T. O. Vinson Health Center
440 Winn Way
Decatur, GA 30030
(404) 294-3762
Dental (404) 508-7890

East DeKalb Health Center
2277 S. Stn. Mountain-Lithonia Rd.
Lithonia, GA 30058
(770) 484-2600
Dental (770) 484-2623

North DeKalb Health Center
3807 Clairmont Road
Chamblee, GA 30341
(770) 454-1144
Dental (770) 454-1144 ext 4341

Clifton Springs Health Center
3110 Clifton Springs Road
Decatur, GA 30034
(404) 244-2200 Dental (404) 244-4410
Vital Records (Birth certificates)

Eleanor Richardson Health Center
445 Winn Way
Decatur, GA 30030

Certificate of Enrollment

A Certificate of Enrollment is required for both the learner's permit and driver's license.

Turn around is usually 24-48 hours.

If you have any questions or need assistance, please contact [Ms. Stephanie Davis](#).

The ADAP certificate is only required for the driver's license. We are able to print the certificate only if the student took Health at Dunwoody High School.

PLEASE NOTE:

Juniors & Seniors must pay class dues to participate in Prom.

Seniors must pay class dues to receive their cap & gown for graduation.

Class Schedules

Class schedules will be given to students **at registration** and in homeroom the first day of school.

If RETURNING STUDENTS have not shown **proof of residence** AND have not turned in the Emergency Contact Form completed by their parents or guardian, they will be sent from homeroom on the second day of school to the cafeteria to show proof of residence and to receive the **Emergency Contact Form** to take home to their PARENTS.

Students may not complete the Emergency Contact Form. PARENTS MUST COMPLETE AND SIGN TO VERIFY that the information on the card is approved and confirmed by them.

These students will receive a letter stating we MUST have proof of residence AND the Emergency Contact Form returned to DHS by Friday, August 19, 2022 to avoid being withdrawn from Dunwoody High School.

Lunch

Make payments online at <http://www.SchoolCafe.com>
More information on payments and pricing at <http://www.dekalbschoolsga.org/school-nutrition>

School Fees

All payments must go through the DHS webstore at

<https://webstores.activenetwork.com/school-software/dunwoody-high-school/> or you may bring in a cashier's check/money order or cash.

DHS Web Store Information

Class Dues:

9th- \$45.00
10th- \$55.00
11th- \$75.00
12th- \$135.00

***DHS Class Dues** are collected to help fund spirit activities and a class t-shirt for each grade. Dues follow each class throughout their four years at DHS, accumulating to ultimately cover the costs for graduation activities.

P.E. UNIFORM: (includes 1 pair of shorts & 1 t-shirt) \$30.00

Principal's Fund: \$10/\$25/\$50/or other amount

(optional contribution for mailings, awards & supplies)

CADY



ORDER
NOW

Senior Portraits

Class of 2023

Attention seniors, parents, and guardians: It is now time to schedule your senior portraits through Cady! You must have your portrait taken by Cady to be in the yearbook. Take advantage of the limited time promotion to receive a free scene when you schedule your session before the end of June.



SENIOR Parking Info

Due to the limited number of student parking spaces, only 123 student parking permits will be issued to seniors only. Therefore, NOT all seniors who apply will be guaranteed a parking permit.

The 2022-2023 Student Parking Lottery Application for the Class of 2023 will be available on registration day at Dunwoody High School. Completed applications will be accepted until 3:30 pm on Thursday, August 4th.

Use the following links to also access parking information:

- [Parking Rules](#)
- [DHS parking application forms](#)

Co-Presidents: Amy
Ryan & Kimi Lenertz

1st VP of Students:
Lucia Urtusasegui

1st VP of Parents:
Tammy Harbin

2nd VP of Staff Hospitality:
Merrie Bouton

2nd VP of School Staff Support:
Marjan Mahabadi

2nd VP of Academic Support:
Katy Moomaw

2nd VP Community Liaison:
Mandy Sandrock

Secretary: Robyn Files

Treasurers: Becca Herman &
Kris Mamaghani

DHS PTSO Executive Board Welcomes You to the 2022-2023 School Year!

Dunwoody High School is our community school, and we hope you will immediately feel welcomed and valued. Our Parent Teacher Student Organization (PTSO) is proof that DHS parents, teachers, and students really do care about working together to maintain an environment of excellence.

PTSO uses Membership Toolkit (MTK). Many schools in our cluster (including PCMS) currently use MTK. MTK will provide PTSO with a single integrated system – a separate website, communication center, volunteer system, and donation center. We believe MTK will enable our PTSO to be more effective and efficient.

MTK requires each family to have a log-in account for our new website. Creating an account is FREE and EASY! To create an account, please visit our website: www.dunwoodyptso.com. Your log-in account lets you see the site's content, access the directory, make online PTSO donations, and sign up for volunteer opportunities. Note: If you have an account with MTK through another school, you may use the same log in and password. However, you will need to enter your contact and student information on the DHS website. Each school maintains a separate database of information.

Please visit our NEW website:

www.dunwoodyptso.com

Attendance Office

Find all Attendance Office related information at:

<http://www.dunwoodyhs.dekalb.k12.ga.us/AttendanceOffice.aspx>

To be considered “in attendance” for a school day, a student must be present for at least one half of the school day, excluding the lunch period. **Students leaving school before 11:30am will be considered absent for the day and will not be allowed to participate in any school- sponsored activities that day.**

You will receive an automated phone call from DCSS reporting your student's absence. Please disregard it if you've sent us a note or if your student was not in class BUT participated in a school-related activity/exam.

IMPORTANT:

All students are expected to be at school on time, every day. Failure to attend school may result in the suspension of driver's license for students and/or legal sanctions against the parent/guardian of the student. Please note that medical documentation is REQUIRED upon third con-

CHECK-OUTS:

Please bring ID and come inside to check your student OUT. If your student is DRIVING/WALKING OFF CAMPUS, you must indicate this in a note or an email to dunwoodyhighattendance@gmail.com. Please include parent's phone number so we can confirm. Email must match the one in Infinite Campus.

Students may **NEVER** leave school without checking out through the Attendance Office or they will receive consequences for skipping.

The most efficient way to check out your student is to send a note in the morning to the attendance office with the time you will pick up your student. Students may not be checked out after 2:50 p.m. due to end-of- day activities.





EMERGENCY CONTACT INFORMATION 2022-2023

Student's Name		
Birth Date	Grade	
Address		City
Zip	Apt #	Apt Complex

Father/Guardian	Phone (H)	(C)
Phone (W)		
Mother/Guardian	Phone (H)	(C)
Phone (W)		
Father's email address:		
Mother's email address:		

If parents cannot be reached, list two nearby persons who will assume care of your child/check out student.

Name	Relationship	Phone
Name	Relationship	Phone
Child's Healthcare Provider		Phone

- ☐ Is allowed to walk off campus upon receipt of parent email prior to student check-out.
- ☐ Is allowed to drive off campus upon receipt of parent email prior to student check-out.

I give permission to contact my child's healthcare provider for further medical information. Yes ____ No ____

I also understand that in the event of an emergency, and I cannot be reached, that the school will have my child transported to the hospital via the EMS/911 service to receive appropriate treatment.

Parent Signature _____ Date _____



INFORMACIÓN DE CONTACTOS DE EMERGENCIA 2022-2023

Nombre de estudiante _____		Fecha _____
M or F (circule una)	Fecha de nacimiento _____	Grado _____
Dirección _____		Ciudad _____
Código Postal _____	Apt # _____	Nombre de Apt _____

Padre/Tutor _____		Tel (casa) _____	(celular) _____
Nombre _____			
		Tel (trabajo) _____	
Madre/Tutora _____		Tel (casa) _____	(celular) _____
Nombre _____			
		Tel (trabajo) _____	
Correo electrónico del padre: _____			
Correo electrónico de la madre: _____			

Si no logramos contactar a los padres, haga una lista de dos personas cercanas que asumirán el cuidado de su hijo/a y tengan su permiso de recoger al estudiante temprano.

Nombre _____ Relación _____ Tel _____

Nombre _____ Relación _____ Tel _____

Proveedor de atención médica _____ Tel _____

☐ Se le permite salir del colegio caminando al recibir el correo electrónico de los padres antes de la salida del estudiante.

☐ Se le permite salir del colegio manejando al recibir el correo electrónico de los padres antes de la salida del estudiante.

Doy permiso para contactar al proveedor de atención médica de mi hijo. Si _____ No _____

También entiendo que en caso de una emergencia, y no puedo ser contactado, que la escuela llevará a mi hijo al hospital a través del servicio EMS/911 para recibir el tratamiento adecuado.

Firma de padre/tutor _____ Fecha _____



Media Release Form

[student name], agree to grant DeKalb County School District and its assigns the right to use photo and/or video images and sound for use in news and/or educational programs in whole or in part for any currently known media or media to be developed.

I agree to release the DeKalb County School District from any and all claims, damages, liabilities and costs I now or might have regarding my appearance in association with news stories and/or educational programs.

I hereby release all rights that I, my heirs, or assigns might have now or in the future to all or part of the said production, including but not limited to, the publishing, printing, development, editing, and use in newspapers and other forms of print and digital media (including social media), broadcasting, cablecasting, webcasting, podcasting, video on demand, or any other public or private presentation or screening purposes by the DeKalb County School District or its assigns.

I knowingly and willing waive any and all rights or entitlements, including payments for my appearance or for the subsequent distribution of the products related to this program..

Student Signature

Date

Parent or Guardian Signature *[required if under 18]*

Date

DeKalb County School Representative

Date

Watch **DeKalb** Schools TV.(DSTV) at www.dekalbschoolsga.org/communications/dstv

"Like" us on [facebook.com/dekalbschoolsga](https://www.facebook.com/dekalbschoolsga)

Follow on Instagram, Twitter and YouTube @dekalbschools



Formulario de Autorizacion de Medios de Comunicaci6n

Yo, _____ (nombre del alumno) estoy de acuerdo en concederle al Distrito Escolar del Condado de DeKalb y sus asignados el derecho de usar fotografias y/o imagenes de video y sonido para ser usado en noticias y/o programas educadonales en su totalidad o en parte de cualquier mediodde comunicacion conocido o medios de comunicaciones que se desarrollaran.

Estoyde acuerdo en eximir al Distrito Escolar del Condado *de* DeKalb de cualquier y todos las demandas, danos, responsabilidad y costo que yo tenga hoy o que pueda tener en relacion a mi partkipacion en asociacion con las noticias y/o programas educativos.

Por la presente, libero todos los derechos que yo, mis herederos o asignados puedan tener ahora o en el future, a todas o parte de dicha produccion, incluyendo pero no limitadas a los propositos de publicacion, impresion, desarrollo, montaje y uso en periodicos y otras formas de impresion y medios digitales (incluyeodo compartir, en las redes sociales), difusion, difusion por cable, difusion por el internet, distrbucion de archivos multimedia (podcasting), Video en demanda, cualquier otra presentacion o proyeccion publica o privada por el Distrito Escolar del Condado de DeKalb o sus asignados.

Yo consdenternente v voluntariamente renuncio a cualquier v todos los derechos o expectativas de derechos, incluyendo pagos por mi aparicion o por la subsecuente distribucion de los productos relacionados a este programa.

Firma del alumno

Fecha

Firma de los padres/tutor (*reauerlido si es menor de 18 anos*)

Fecha

Representante del Distrito Escolar del Condado de DeKalb

Fecha

Mire.: DeKalb Schools TV (OS TV) en www.dekalbschoolsga.org/communications/dstv
Haga clic en "me gusta" en [facebook.com/dekalbschoolsga](https://www.facebook.com/dekalbschoolsga)
Sigonos en Instagram, Twitter y YouTube @dekalbschoolss