

CHAPPELL COMMUNICATOR

PAGE 4

AUGUST, 2018

Dear Chappell Families,

Welcome to the 2018-2019 school year! We had a wonderful turn-out for #IBASUMMERLEARNER this year. We had approximately 150 students attend an enrichment type of summer school. Teachers have been working hard to create a welcoming environment for students. We look forward to an awesome school year full of fun learning activities and great academic success. Watch your Tuesday envelopes for information on some exciting family events this year. Once again, we welcome many new families to Chappell. We are excited to have you join our community of learners.

Enjoy the last weeks of summer and I hope to see all of you at Meet The Teacher Night August 29th!

Kristen Worden, Principal

SCHOOL HOURS 8:42 AM—3:30 PM

The first bell will ring at **8:35 am**. Students should arrive at school to line up **NO SOONER** than **8:30 am** unless they are here to eat breakfast. Breakfast will be served 8:10-8:35 am. Students will be tardy if they are not seated at their desks in their classrooms when the second bell rings at 8:42 am. **If a student is tardy, a parent/guardian must walk their child into the school office and sign them in.** If your child comes in for breakfast they **must eat breakfast.**

IMPORTANT DATES - - - Mark Your Calendar

Friday, August 24	9:00 am	Class Lists Posted
Wednesday August 29	3:30—5:00pm	Meet the Staff/Open House
Tuesday, September 4	8:42 am	FIRST DAY OF SCHOOL
Tuesday, September 18		Hat Day Fundraiser—\$1/Hat
Tuesday, September 25		Picture Day

Meet the Staff Night



We are excited to offer our Meet the Staff Event prior to the start of the 2018-2019 school year. Please join us on **Wednesday, Aug. 29**. Students can drop off their supplies and meet their teachers from 3:30—5:00 pm.

CLASS LISTS

Class lists will be posted on the glass windows of our front main school entrance (Fisk Street) on Friday, August 24, 2018 by 9:00 a.m..

Additional information regarding school opening and fees are also posted at this entrance. We appreciate your excitement and support!



Tuesday Information



Please watch your child's backpack **every Tuesday**. We will be sending information stapled together home with your child. Please watch the backpack each **Tuesday** for these important packs of information.

PICTURE DAY

Ambrosius Studio will once again be taking school pictures for all Chappell students. **Tuesday, September 25**, is picture day!



School Hours and Supervision

We appreciate your help in keeping all of our students safe and supervised.

CHILDREN MUST
HAVE ADULT
SUPERVISION

Our school learning day is from 8:42—3:30.

We provide supervision for 12 minutes prior to beginning our day (8:30) and 15 minutes following the end of our student day (3:45). If students arrive at 8:10 for our breakfast program, they should enter through the gym doors. Please do NOT send your child to school prior to 8:30 if they are not attending breakfast.

Problems before or after school tend to occur when students arrive too early or are not picked up on time.



Y Before & After School Program

We are fortunate to be able to offer the Y's Before and After School Program this year. If you are interested in signing up, please contact the YMCA at 436-9675 or the school office for further information. The program is open from 7:00—8:30 a.m. and after-school from 3:30—6:00 p.m.

Traffic Guidelines and Parking



Student safety is greatly enhanced if all parents/guardians adhere to these traffic guidelines:

1. Pull into parking spots on the street or lot.
2. You may drop off and pick up on the school side of the street, but there is no parking on this side of the street. Cars were ticketed last year so please make sure you do not leave your car unattended on the school side of the street.
3. Students crossing Fisk, Shawano, or Dousman Streets must be crossed by a parent or use the crossing guards at the corners.
4. FRONT PARKING LOT: Please do not park in the front parking lot at the beginning of or the end of the day to pick up your students. We have had many problems in the past with this. Please park on the street or across the street in the church parking lot.
5. **Please be respectful of our neighbors and do not stop, turn around in or park in front of driveways.**

Thank you for your attention to traffic and parking guidelines!

Is Your Child Taking Medication?



If your child needs to take medication at school, we need to follow these guidelines by law:

- Parent/Guardian Authorization Forms need to be completed and turned in to our school office.
- For prescription medications, Physician Authorization forms need to be completed and turned in to our school office.
- ALL medications must be in their original container. For prescriptions, this is the pharmacy labeled container.
- Due to safety issues, we appreciate an adult deliver the medication directly to the office.



Duplicate Notes:

If your child has more than one address due to separation, divorce or other reasons and you would like to have student correspondence sent to the second home, a parent/guardian may request this from our office. Requests for duplicate notes, such as copies of our newsletters and report cards, will be honored to the best of our ability.

This needs to be requested each new school year.

Attendance/Absences:

It is important for children to be at school. If for some reason your child needs to be gone from school, it is very important that you call our office at **492-2630** as soon as possible. Before or after school hours, you may leave a message on our voice mail system. Please tell us:

1. Who is calling (name/relationship to the child)
2. Student's name, grade or teacher name
3. Reason for the absence
4. Length of absence (for example, will be out for an hour due to a doctor appointment or will be out the next two days, etc.)



Finally, we strongly encourage you to provide a doctor's note any time your child is out of school because a doctor said they needed to stay home. This will reduce attendance concerns for your child.

**BREAKFAST / LUNCH / MILK:**

Through the Community Eligibility Provision (CEP), the Food Service Department is proud to offer breakfast and lunch at **no cost to students** attending **Chappell**. Students must choose a complete breakfast and lunch to receive the meal at no cost. The Free and Reduced Price Meal Applications are not required to receive free meals at the CEP schools; however, applications may be used to collect household income data for other programs that require this information to support educational funding and waive

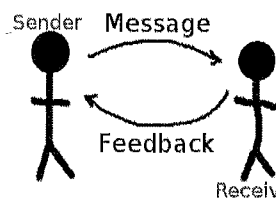
Note: Milk only, a la carte items, and second meals are **NOT** included in the free or reduced price meal programs.

SCHOOL FEES:

Early childhood/4K = \$40.00
Kinder—5th Grade = \$45.00

**CHAPPELL
BREAKFAST/
LUNCH FEES:**

	Breakfast	Lunch
Milk Only	.40	.40
Student	0.00	0.00
Adult	2.25	3.60

**Student Planners:**

Every student at Chappell will receive a student planner. We thank you for supporting the PTO fundraisers, which cover the cost of the planners

for grades K-5. Every Chappell teacher has made a commitment to use the student planners. **Please check your child's planner each day as a great way to communicate between home and school regarding your child.** The planners are used to communicate about behavior and learning as well as to give important reminders about school. We appreciate your time and help!

Where do students line up before school?

4K/Kindergarten Line up at Door #1—
FRONT DOORS

1st & 2nd Grade Line up at Door #7—
GYM DOORS

3rd Grade Line up at Door #4—
at end of building
towards field

4th and 5th Grade Line up at Door #3—on the playground

Line up.

****Students are NOT permitted to play on the playground prior to school starting.****

NEW - Online Registration—(Parent Portal)

New this school year, families are encouraged to save time and paperwork at back-to-school registration by visiting the Infinite Campus parent portal prior to school starting. Parents/guardians can take care of annual updates regarding student demographic information such as phone numbers, email addresses and emergency contacts.

Update your information online without filling out forms for each child or waiting in long lines at school.

To get started, log-in to your parent portal and choose online registration. No parent portal account? Please contact the Help Desk at 920-448-2148 for assistance. Visit our website for more information and instructions.

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**AUG 19**  
**SUNDAY 10AM**  
 REGISTRATION OPENS AT 9AM  
 1460 SHAWANO AVE  
 GREEN BAY WI 54303

# BACK<sup>to</sup> SCHOOL BASH



BOUNCE HOUSES   CARNIVAL GAMES  
 HAIR CUTS\*   SCHOOL SUPPLIES\*   FOOD

FREE

\* LIMITED SUPPLY | FOR K-5TH ONLY

#### Coffee with the Principal



Please join the principal on the following dates for coffee and updates regarding the school and learn more about what IB is. This will be an informal time where you can also ask questions or learn more about what your child is learning in class. Mark your calendars for the following dates at 8:45: October 2, January 29 and April 16.

Penny Wars in October: Help us raise money for another basketball hoop on the playground. We will be hosting Penny Wars in October and our goal is to raise \$1000 and then we can install another basketball hoop. I know the kids will be excited about this.



Your child's class loves to celebrate your child's birthday with them. If you send a treat please make it a Healthy treat.

We know the kids love the cupcakes but try to be creative with some healthy treats.

***Meet the  
2018-2019  
Chappell  
Staff***



## ***4K Team***

***Michelle Wenzel***  
***Renee Meneau***



## ***Kindergarten Team***

***Rebekah Wolf***  
***Josh Clark***  
***Ashley Hastings***



## ***1st Grade Team***

***Katie Erdman***  
***Katie Jurey***  
***Andy Zurko***





## *2 Grade Team*

*Nicole Faust  
Laura Meyer  
Jaime Ernest  
Becky Ness*



## *3rd Grade Team*

*Marie Sauvey  
Kaitlyn Hintz  
Shelby Schappa*



## *4th Grade Team*

*Nicole Bantleon-Pierce  
Angie Ebben  
Kelly Schweda*



## ***5th Grade Team***

***Jared Lemon  
Kelly Hohman  
Lucas Mandich***



## ***Special Education Team***

***Tracy VanderHeyden  
Trisha Brodbeck  
Heather Mackesy  
Abby Thein  
Austin Depner***



## ***Monitor Team***

***Terri Grady  
Brenda Frasch  
Sue Gerbec  
Lisa Brick  
Allen Grabig  
Lisa Vandavelde***





## *Encore Team*

*Andrew Wehlage  
Brent Bergstrom  
Lynn Tennie  
Emily Marinoff*



## *Inquiry Studio*

*Jennifer Nichol  
Michelle Erickson*



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# Chappell

## Parking Concerns at Chappell

Student safety is greatly enhanced if all parents/guardians adhere to these traffic guidelines.

⇒ **NO DROP-OFFS OR PICKUPS IN THE BACK PARKING LOT.** This is for buses and employee parking only!

⇒ Please slow down!! People are driving too fast in the school zone.

⇒ **Do not park or wait in your car in the entrances/driveway to the church parking lot. That driveway is also the neighbors driveway. There are no parking signs posted, the police will issue tickets if you are parked or waiting there.**

⇒ Please be respectful of our neighbors and do not stop, turn around in or park in front of driveways.

⇒ You may drop off and pick up on the school side of the street, **but you must remain in your car.** The police will be ticketing cars that are unattended on the school side of the street.

⇒ If you pull into parking spots across the street or in the church parking lot, **you will need to walk your child across the street.**

**PLEASE DO NOT BRING PETS TO SHOOOL WHEN  
DROPPING OFF OR PICKING UP YOUR CHILD.**

## \*\*\* Breakfast\*\*\*

- ◆ Breakfast starts each day at 8:10 and students enter through "door 7" the gym doors.
- ◆ Students need to be here by 8:20 in order to have time to eat prior to the start of school.
- ◆ Only students eating breakfast are to be on school property at 8:10. All other students should arrive **NO EARLIER** than 8:30 as there is no supervision until then.

## Calendar of Events:

### October 2018

- 12 - Early Release 12:35
- 16 - Seroogy Fund Raiser
- 20 - Africa Hope Run
- 26 - No School

## Upcoming Events for November

- 12 - Patriotic Day
- 13 - Conferences
- 15 - Conferences
- 16- Early Release 12:35
- 19/20 - Seroogy Pick Up
- 20 - 4K AM, K-2 Concert
- 20 - 4K PM 3-5 Concert
- 21-23 -No School
- 30 -Wild or Ugly Sweater Day



## Guidance Notes

No matter who you are, conflict is going to happen to you. One helpful thing parents can do for their children is teach them options to resolve their conflicts. Options can include:

1. Going to another game
2. Sharing and taking turns
3. Talking it out
4. Walking away
5. Ignoring it
6. Telling them to stop
7. Apologizing
8. Making a deal (negotiating/compromising)
9. Waiting and cooling off

Children can be taught to try three options first before asking an adult for help. Helping your child resolved their own conflicts will further strengthen their self-confidence and give them a more positive view of themselves.

### **Would you love to have the flexibility to work during school hours and be able to be home when your children are home from school?**

Consider a job as an Elementary School Monitor. We have openings in a variety of our schools. We pay \$16.24 per hour and you are eligible for dental and life insurance as well as sick leave and holiday pay. Positions of 20 hours per week or greater are also eligible for medical insurance. You will be off during the summer and during holiday breaks.

You will be rewarded by knowing that you are supporting students to do their best each day.

If interested, please apply on WECAN:  
<https://wecan.education.wisc.edu/#/>

If you have any questions, please call Randy Etten, Director of Human Resources at (920) 448-3588 or email him at [rwetten@gbaps.org](mailto:rwetten@gbaps.org).

## Espacio de Español

Hola! My name is Señora Tennie and I am excited to start the new year with your students! If your student would like to practice more Spanish at home, they can access internet sites from the Señora Tennie teacher page, linked to the Chappell Elementary School website. I will also send the Home Connections practice sheet with every new lesson we start in Spanish class. They can practice what they are learning with you. You can always email me at [lmtennie@gbaps.org](mailto:lmtennie@gbaps.org) if you have any questions or concerns. ¡Hasta luego!

## Artsy Updates

Happy Fall Y'all!!

In art, our first project was our Square One Fundraiser artwork! The fundraiser allows you to purchase a wide variety of items with your student's artwork printed on it. This has been an extremely successful program in the past. Please check your student's backpack for ordering information the week of October 22nd. All orders will be due by November 1, and all products will be received by the first week of December. Thank you in advance for supporting our art program!

5th grade parents/guardians: we will be taking our annual 5th grade field trip to the Kohler Art Center on Friday, November 2nd. We are learning about museum etiquette and discovering what artists are communicating with their work. You will receive information regarding the trip soon.

Let's celebrate some of our 5th grade artists who are creating a beautiful art show for the Bellin Cancer Center for patients to enjoy. Their theme was "Rise Above" and they have created beautiful mixed pieces to showcase in the month of October. Way to lift people up with art 5th graders!



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# Chappell

## **Calendar of Events:**

### **November 2018**

- 12 - Patriotic Day
- 13 - Conferences
- 15 - Conferences
- 16- Early Release 12:35
- 19/20 - Seroogy Pick Up
- 20 - 4K AM, K-2 Concert
- 20 - 4K PM 3-5 Concert
- 21-23 -No School
- 30 -Wild or Ugly Sweater Day

### **Upcoming Events for**

#### **December**

- 14- Early Release 12:35
- 21- Pajama Day
- 24-1 Winter Recess (No School)

## **Preparing for Inclement Weather Days Notification System Test**

On inclement weather days, as well as for potential school emergencies, it is vital that the District/schools are able to communicate with parents/guardians and staff. To verify that all contact information is correct, the District will send all parents/guardians, emergency contacts and staff a "test" email, automated phone call and text on **Wednesday, November 14, 2018, at 6:00 p.m.**

In order to receive text messages, cell phone numbers must be identified in Infinite Campus as the cell number (not a home number), and the cell phone owner must have opted-in. You can review how to opt-in to text messaging by visiting the website at [www.gbaps.org](http://www.gbaps.org). Click on the parents tab, click on student safety & parent notification tab on the left, then click on texting.

## **Parking at Chappell**

You may drop off and pick up on the school side of the street, but you must remain in your car. If you get out of your vehicle on the school side of the street the police will be ticketing cars that are unattended. This applies at any time of the day.

### **Winter Concerts**

November 20

4K AM & KG-2 **9:30 AM**

Doors open at 9:15

- 4K PM & 3Gr-5 **2:00 PM**

Doors open at 1:45 PM

**Enter at door 7 the gym doors**

### **\*\*\* Breakfast\*\*\***

- ♦ Breakfast starts each day at **8:10** and students enter through "door 7" the gym doors.
- ♦ Students need to be here by **8:20** in order to have time to eat prior to the start of school.
- ♦ Only students eating breakfast are to be on school property at **8:10**. All other students should arrive **NO EARLIER** than **8:30** as there is no supervision until then.

## Mindful News

Each Monday classroom teachers will introduce their students to new techniques to manage their emotions and be more ready to learn and play during "Mindful Mondays." Students are learning that Mindfulness means noticing what is happening right now. Mindfulness is taking notice of how your body feels and what you see, smell, and taste. It is noticing what emotions you feel and what your mind is doing.

During the month of November we will be celebrating kindness. Since November 13th is National Kindness Day, students will be taught about being friendly, generous, and considerate. One thing students will be doing during the month is creating a paper chain of kindness where they will write an act of kindness, a kind saying, or an appreciation on a slip of paper and each classroom will make a chain. Then we will connect the chains together and create a school wide chain of kindness. Come check out the chain during Parent Teacher conferences, and see all the ways students at Chappell are showing kindness!

## Espacio de Español

¡Feliz Día de los Muertos! Hispanics around the world will be celebrating the holiday tradition of Dia de los Muertos on November 1st. This holiday celebrates the life of a loved one who has died by making their favorite foods and visiting their gravesite. People also dress up as skeletons to let the dead know they are still fondly thought of in a playful way on this night. You can see an animated short video about this holiday.

<https://www.youtube.com/watch?v=iCQnUug-TEE>

## Artsy Updates

Dear Chappell School Family,

Square One Art has partnered with our school to create a unique opportunity to celebrate their artistic accomplishments while raising funds for our art program.

Coming home soon will be your child's custom catalog featuring their artwork. The school earns profit from every order. And as a thank you for participating, we provide each child with a sheet of stickers imprinted with their artwork — absolutely FREE!

Watch for more details about the campaign and order deadlines. All online and paper order forms must be turned in by the due date on your child's custom catalog. No late orders can be accepted.

Together, we can help support the school, build your child's self-esteem, and create lasting keepsakes from your child's artistic achievements.

### THREE EASY WAYS TO ORDER KEEPSAKES

1. The paper order form attached to their custom catalog.
2. Online at [www.square1art.com/shop](http://www.square1art.com/shop).
3. Phone Customer Care 888-332-3294.

GREEN BAY AREA PUBLIC SCHOOL DISTRICT

## Volunteer & Make a Difference

1) **FILL OUT A BACKGROUND CHECK**  
A completed background check is required for all volunteers.

2) **FILL OUT AN APPLICATION FORM**  
This is where you will see the specific volunteer opportunities offered.

3) **SIGN UP VIA SIGN UP GENIUS**  
If you are a new user, please create a new account. If you are a returning user, please log in.

4) **WAIT TO BE CONTACTED**  
We will contact you with placement information.

5) **GET READY TO IMPACT THE LIVES OF STUDENTS!**

**FOR MORE INFORMATION:**  
[gbaps.org/volunteer](http://gbaps.org/volunteer)



December  
November 2018



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# Chappell

## **Calendar of Events:**

### **December 2018**

- 7- Jersey Day/Team apparel
- 14- Early Release 12:35
- 21- Pajama Day
- 24- 1 Winter Recess (No School)

## **Upcoming Events for**

### **January 2019**

- 1- No School
- 2- Class Resumes
- 21- No School
- 25- Early Release 12:35
- 31- Super Hero Day



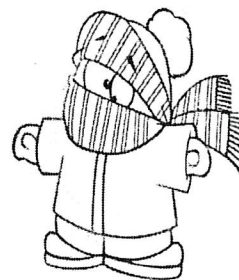
**Please take a moment to  
congratulate**

**Audrey Rusch, our secretary.**

Audrey is retiring this year and she will be sadly missed. I know that you have all come to love Audrey and her shoes will be hard to fill. Audrey's last day will be December 7. She will be taking a few weeks vacation and then returning on January 3rd and 4th to train our new secretary. We have begun interviewing for her replacement and as soon as we have someone hired I will communicate that with you. We wish the best to AUDREY and hope that her retirement is filled with warm weather, friends, family and travel!

## **BURR IT'S COLD OUTSIDE!!!**

The cold weather is upon us. Please dress your child appropriately for the cold and snow. (**Boots, snow pants, jackets, hats and mittens**) We are outside for a significant amount of time, pending that the temperature is 0 or above.



**Socketopia!**

Make a difference with every step you take



Chappell school is working with **We Help Two** and their partners **MEND** and **LEG WORKS** to provide legs to amputees who would otherwise not be able to afford them. Every 90 packs of socks sold will help fund one leg. With each purchase, Chappell will also receive 1 pair of warm socks to donate to the local community. Thank you for your purchase and helping those in need.



## Mindful News

Each Monday classroom teachers will introduce their students to new techniques to manage their emotions and be more ready to learn and play during "Mindful Mondays." Students are learning that Mindfulness means noticing what is happening right now. Mindfulness is taking notice of how your body feels and what you see, smell, and taste. It is noticing what emotions you feel and what your mind is doing.

During the month of December on Mindful Mondays, students will learn about staying balanced. With so much going on in and outside of school during this month, it is very important to stay balanced. Being balanced means working hard and playing hard. It also means giving your full attention to whatever you are doing. It means focusing on learning at school and your family when you are home. Being balanced means keeping your emotions in control and not letting them take control. Students will focus on activities they can do to take care of themselves, stay in the Green Zone, and stay balanced.

### Penny Wars

We raised \$882 with our current Penny Wars. We purchased an additional basketball hoop for the playground and it has already been installed. Thank you for your continued support of our efforts.

## Exciting technology

Within the next month we will be receiving 10 smartboards in our 4K, 1st, 4th and 5th grade classrooms. We are excited to have this new technology as a result of our Title 1 funding.

## Espacio de Español

The students have worked very hard on learning mindful and kind songs in Spanish for the fall concert. The third through fifth graders sang: No Te Olvides De Amar, (Humble and Kind by Tim McGraw ) and the 4k through second graders sang Colores Reales (True Colors from Trolls). If you would like to hear the songs they sang, the original selections can be found on [youtube.com](https://www.youtube.com). They sounded amazing! I'll continue to send home the Home Connections parent letter so you can see what is happening in the classroom as well as their lesson evaluations with explanations of what is being tested. If you have any questions, please let me know.

## Artsy Updates

Thank you to ALL who participated in our Square One Art Fundraiser! All products will be delivered and sent home by November 30th!

The 5th grade field trip to the Kohler Art Museum was FANTASTIC! Students' creations from the field trip are currently displayed in school.

We will be welcoming an artist in residence during the month of January. He will be creating aluminum sculptures with our 5th grade students. If you are willing to collect aluminum cans, rinse them, and send them to school, that will offset the cost of materials for us greatly!

Thanks for your help!

January 2019



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## **Calendar of Events:**

### **January 2019**

- 1- No School
- 2- Class Resumes
- 21- No School
- 25- Early Release 12:35
- 31- Super Hero Day

## **Upcoming Events for**

### **February 2019**

- 21- 80's dress up
- 21- Foot Loose and Fancy  
Free Dance 5:30-7:00 PM @  
Chappell
- 22- Early Release 12:35
- 26- Student led  
Conference

*Welcome!*

We went through a rigorous screening and interview process to find the best candidate for our main office clerical. We know that you all loved Ms.

Audrey and we feel we have found another outstanding person to fill those shoes. Please welcome **Vanessa Cortes** to our Chappell family! Vanessa previously worked for the Chicago Police Department as a receptionist. Vanessa and her family recently moved to Green Bay. We are so excited to have her with us. Please stop in and introduce yourself and please also remember to be patient as she learns our system.



## **MEDICATION / COUGH DROPS**



If your child needs to take medication at school (**This includes cough drops**), we need to follow these guidelines by law:

- Parent/Guardian Authorization Forms need to be completed and turned in to our school office.
- For prescription medications, Physician Authorization forms need to be completed and turned in to our school office.
- ALL medications must be in their original container. For prescriptions, this is the pharmacy labeled container.
- Due to safety issues, an adult should deliver the medication directly to the office.

## **\*\*\* Breakfast\*\*\***

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During the month of January during Mindful Mondays students will learn about goals. When it is a new year, it is a new you! A new year is a great time to reflect on yourself. It is a great time to focus on how you can stay committed to your goals. Students will dig deep within themselves and find their own superpower. They will be focusing on kindness as their superpower this month. Students will participate in activities having to do with setting goals for themselves, staying committed, acts of kindness, practicing a new deep breathing technique, and reading *Giraffe Can't Dance*.

## Espacio de Español

Several students from the 4th and 5th grade are participating in the third Spanish Forensics Competition. They will be performing their pieces on Monday, January 28th after school, at Chappell Elementary for judges. They will be competing with students from Jackson and Aldo Leopold Schools. We still have room for more participants if your student would like to join us. Also, students in second through 5th grade are using the Middlebury interactive Spanish program and can access the program at any time from home. If you would like more info on any of these programs, please email me at [lmtennie@gbaps.org](mailto:lmtennie@gbaps.org).

## INTRA-DISTRICT TRANSFER WINDOW

The application windows for students requesting to attend a different Green Bay Area Public School, other than the one in their attendance area, for the 2019-20 school year are as follows:

Preference Window: January 2 - February 1, 2019

Applications submitted during this window will be considered **prior** to those submitted through Open Enrollment.

Additional Window: February 4 - April 30, 2019

Applications submitted during this window will be considered at the **same** time as applications that are submitted through Open Enrollment.

### Information Letter and Application form:

The information letter and application form can be found on the Green Bay Area Public School District webpage ([www.gbaps.org](http://www.gbaps.org)) by clicking on the Parents tab and then choosing Forms, or at a district school building starting December 3, 2018.

Applications will **not** be accepted before January 2, 2019. Forms received prior to January 2 will be returned to you for re-submission.

Applications should be submitted to:

Green Bay Area Public School District

Central Registration – Room 116

200 South Broadway

Green Bay, WI 54303, or

Fax: 920-448-7325, or

e-mail attachment to [cr\\_changes@gbaps.org](mailto:cr_changes@gbaps.org)

Students who have previously completed an Intra-District Transfer Application and were approved are not required to reapply unless the approval was for the current year only.

Students who are continuing in their current school, after a move to a new Green Bay Area Public School's attendance area, do not need to apply for Intra-District Transfer if the Change of Address Form was completed and approved.

If you have any questions about the Intra-District Transfer process or if you want to check on whether or not your child needs to apply, please contact Gena Kujava at (920) 272-7069 or by email at [gmkujava@gbaps.org](mailto:gmkujava@gbaps.org).