



2022-23 BACK TO SCHOOL

CHECKLIST

FOR SUCCESS

☑	Step	Contact / Support	Due Date
	Review the Back to School communication from Superintendent John Williamson.		ASAP
	Review the 2022-23 Parent/Student Handbook ; then, print and sign the receipt available here , and return.	Elementary Homeroom Teacher OR Tim Hoover (Tim.Hoover@eku.edu)	Thursday, August 25
	If you are new to Model, RSVP to the Welcome Cookout & Back to School Orientation	Beth Campbell (Beth.Campbell@eku.edu)	Tuesday, August 16
	If you have a student in the secondary school, RSVP to the Meet-the-Principal event with Dr. Holli Hunt	Beth Campbell (Beth.Campbell@eku.edu)	Tuesday, August 16
	Submit the first tuition & fees payment (1/10)	Melanie Kelley (Melanie@eku.edu)	Saturday, August 20
	If applicable, economically disadvantaged families must complete the Household Verification Form and / or Request for Fee Waiver and submit to Laura Dedic (Laura.Dedic@eku.edu)	Laura Dedic (Laura.Dedic@eku.edu)	Thursday, September 1
	Review the Back to School supply lists by grade for your student(s).	Grades K-5: David Naylor (David.Naylor@eku.edu) Grades 6-12: Holli Hunt (Holli.Hunt@eku.edu)	ASAP
	If you have a rising Kindergarten or Grade 6 student , submit an updated school physical and immunization record for your child to Beverly Dyehouse (Beverly.Dyehouse@eku.edu)	Beverly Dyehouse (Beverly.Dyehouse@eku.edu)	Thursday, September 1
	Check out the Back to School Patriot Shoppe Flyer and place an order for your Model swag via the Infinite Campus Parent Portal or public store !	Laura Dedic (Laura.Dedic@eku.edu)	N/A
	If you are a student driver and want to register for an ECU Parking pass, complete the form here and submit for approval from Dr. Holli Hunt (Holli.Hunt@eku.edu)	Holli Hunt (Holli.Hunt@eku.edu)	Monday, August 15

	Ensure that you have access to the Infinite Campus Parent Portal; then, add your preferred Payment Method to your account (click here for instructions).	Model Counseling (ModelCounseling@eku.edu) Model Finance (ModelFinance@eku.edu)	Saturday, August 20
	If your child's medical information has changed since March 2022, complete and submit the School Health Clinic Consent Form <i>NOTE: You do not have to complete this if your child's medical information has not changed.</i>	Front Office	Monday, August 29
	If your child's authorized pick-up / sign-out individuals have changed since March 2022, please email Beverly Dyehouse (Beverly.Dyehouse@eku.edu) to update this information. <i>NOTE: You do not have to complete this if this information has not changed.</i>	Beverly Dyehouse (Beverly.Dyehouse@eku.edu)	Monday, August 29
	Optional – Review and successfully complete the Volunteer Training and quiz	Rebecca Petrey (Rebecca.Petrey@eku.edu)	Friday, September 30
	Optional – Sign up to participate in the Model Parent Organization's Kroger Fundraising Initiative	Gerald Tatum (Gerald.Taum@gmail.com)	Wednesday, August 31
	Optional – Sign up to connect with the Model Parent Organization for a free, exclusive car magnet.	Gerald Tatum (Gerald.Taum@gmail.com)	N/A