



2020-2021 Registration Day Preparations, Instructions and Important Facts

Registration Schedule – Dates and Times

Thursday, August 13	6:30 AM to 8:30 AM 6th Grade & 10th Grade	9:00 AM to 11:00 AM 7th Grade & 9th Grade
Friday, August 14	8th Grade & 11th Grade	12th Grade & Catch All

Please carefully read the notes below. We look forward to seeing you on Thursday or Friday, August 13 or 14.

Registration will be held on two days this year at Brentwood Academy and is **required** for all students. Please arrive during your assigned date and time (see schedule above). If you have children in more than one grade, you can bring all your children to one of the assigned dates and times that pertain. Otherwise, if your child/children are unable to make their assigned time, please plan to attend the session on Friday, August 14 between 9:00 AM and 11:00 AM, and let us know of this change by emailing Amari Brown at amari_brown@brentwoodacademy.com.

At registration, you will have your school picture taken, purchase books, purchase the Daily Meal Plan (optional), and make other important arrangements.

BEFORE YOU COME TO REGISTRATION DAY

The Online Registration process must be completed by midnight on Wednesday, August 12; otherwise, you will have to complete it onsite before you can proceed through the line on Registration Day.

- **Step 1:** Students need to complete the **Online Registration process** by clicking “[US Online Registration](#)” or “[MS Online Registration](#)” and you will be taken directly to your selected registration page. You may also go to the Brentwood Academy homepage and click on the “Current Families” link located on the left side of the red menu bar, and then click the “US Online Registration” link or “MS Online Registration” link.
- **Step 2:** Parents need to verify your Household information by logging into your Veracross Parent portal via the Brentwood Academy homepage and clicking on the “Veracross Log In” link located on the left side of the red menu bar. (See screenshot below).



- **Step 3:** Parents need to access your student’s Magnus Health SMR (Student Medical Record) account and update their medical information by going to the Brentwood Academy homepage and clicking on the “Current Families” link located on the left side of the red menu bar, and then click the “Magnus Portal” link. Additionally, parents need to download the “Magnus Mobile V2 App” to your smartphone. Please reference the Magnus Health SMR email that went out earlier this week for more details regarding these two processes.

REGISTRATION DAY DETAILS BELOW

SCHOOL PICTURES/DRESS CODE UNIFORM

School pictures for the yearbook, pictorial directory, and student ID cards will be taken on registration day. Students must come dressed in their approved BA uniform clothing.

UPON ARRIVAL

Go to the Fine Arts Lobby main entrance to begin the registration process. Here you will be asked COVID-19 health screening questions and have your temperature taken. You will then proceed to the Registration check-in station (please complete the Online Registration process by midnight on Wednesday, August 12).

WHAT YOU WILL NEED TO BRING WITH YOU ON REGISTRATION DAY

- A one-time use mask, cloth mask or cloth “buff” or “gaiter” without logos or branding.
- One check for tuition payment (if your FACTS tuition account status is past due). However, **please plan to have your FACTS tuition account paid in full or current**, based on your active payment plan, several days prior to registration.
- Check, debit card, or credit card for:
 - Book purchases (\$350 average per student).
 - Daily Meal Plan (optional).
 - 2020-2021 Yearbook - \$60 (optional).
 - BA clothing and other school store merchandise needs (optional).
- Your pink textbook credit slip for books you sold back to BA at the end of the 2019-2020 school year.
- A permanent marker (sharpie) for labeling books.

IMPORTANT FACTS

- Most textbook titles sold at registration will be used books (except paperback novels, lab manuals, and workbooks, which must be purchased new). Every year we make intentional efforts to procure used books, so more students will have the option to purchase used textbooks. As a result, used books should likely be available for those who arrive later in the registration process and not just for the early arrivers.
- During your wait in the dining hall, you may visit various stations such as the:
 - New Parent Welcome station.
 - Student meal account photo station.
 - Kitchen station to see how the food service program operates.
 - Lunch information station to ask questions about the Daily Meal Plan and Declining Balance Program.
 - PE/Athletics station.
 - College Counseling station.
 - “Transportation to BA” station to ask questions about BA’s morning transportation routes, cost, sign-ups, etc.
 - Student Leadership Team and Student Ambassador station, where members will be available to help escort new families through the registration process.
- Once you enter the gym to purchase books, it takes about 25 minutes to complete the process through checkout.
- After purchasing books, you can:
 - **Take your books to your locker.**
 - **Write your name with a sharpie on the bottom of your books before leaving them in your locker (prior year names will already be whited out with shoe polish).**
 - Shop at the BA school store located in the upper school commons.
 - Visit the Chorus Room to ask questions regarding your Veracross account.

IF YOU MISS REGISTRATION

- If you miss registration due to an unavoidable circumstance, please send an email to jason_oggs@brentwoodacademy.com to schedule a time on Monday afternoon, August 17, to register.

We look forward to seeing you on Thursday, August 13, or Friday, August 14.