



The International School

SPANISH • CHINESE • JAPANESE  
INTERNATIONAL BACCALAUREATE

# 2018-19 Back-to-School Checklist

**Please complete all steps by Monday, Aug 20**

## TO DO: (all families)

- **1. VERIFICATION** Go to [intischool.org/portal](https://intischool.org/portal). Click "Verification." Check "Next" to update: All contact, health information and do-not-publish boxes (DNP) for the school directory. Please add at least one emergency contact who is located on the West Side during the day. Please read the amended Enrollment Agreement. Be sure to click the "confirm verification" button when you are done.
- **2. HAVE YOU BEEN RECEIVING "THE OWL" PARENT BULLETIN BY E-MAIL?** If not, double-check #1 above. Check your spam folder. Designate [intischool.org](https://intischool.org) in your safe-senders list.
- **3. PURCHASE SCHOOL SUPPLIES** See lists at [intischool.org/lunch-supplies](https://intischool.org/lunch-supplies). Put your child's name on anything that is worn to school, all year long.
- **4. SIGN UP FOR A VOLUNTEER ACCOUNT ON VOLGISTICS**  
The TIS Parent Network offers wonderful, diverse ways to help the school. Our new volunteer system will make it easy to sign up and to track your hours. For more information, go to [intischool.org/volunteer](https://intischool.org/volunteer)
- **5. IMMUNIZATIONS** New students: submit a completed immunization form ([intischool.org/immunize](https://intischool.org/immunize)). Returning students: send an updated one if there have been changes. Any child with incomplete immunizations must be excluded from school by law. For information about exemptions, visit [public.health.oregon.gov/Prevention/Wellness](https://public.health.oregon.gov/Prevention/Wellness).
- **6. CHILD-IS-SICK PLAN** Know your caregiver plan for when your child is sick. See [intischool.org/parent-handbook/health & medication](https://intischool.org/parent-handbook/health-amp-medication) section for "What is too sick for school?"
- **7. WANT TO CHAPERONE FIELD TRIPS?** All classroom volunteers & chaperones must submit a new background check every 2 years. See [intischool.org/background](https://intischool.org/background) and bring your completed form to a receptionist.
- **8. WANT TO DRIVE FOR FIELD TRIPS?** (grades K-5 only) We need copies of your background check, driver's license & insurance. Send scans or (clear) phone photos to [chaps@intischool.org](mailto:chaps@intischool.org). See [intischool.org/field-trips](https://intischool.org/field-trips) for details.
- **9. TIS T-SHIRT TOO SMALL?** Stop by any front desk on August 29th-31st to get a free new one if needed. See TIS store for more spirit wear (optional) at [intischool.org/spirit](https://intischool.org/spirit).

## PARENT RESOURCES

- **1. NEW! Check out Global Kids, our on-site extended-day program!**  
Visit [intischool.org/globalkids/](https://intischool.org/globalkids/)
- **2. After school 3rd-party classes** will also be available through Global Kids and posted by August 17th at [intischool.org/globalkids](https://intischool.org/globalkids)
- 3. Sign up for **lunches** (optional) at [intischool.org/lunch-supplies](https://intischool.org/lunch-supplies)
- **4. Calendar:** [intischool.org/calendar-print](https://intischool.org/calendar-print). (Updates at [intischool.org/calendar](https://intischool.org/calendar))
- 5. See **classroom locations** by logging into the Parent Portal ([intischool.org/portal](https://intischool.org/portal)) and clicking "Download School Forms" --> Classroom Location Map.