

# SUMMER OFFICE HOURS

Effective June 16 – July 28, 2017

*Monday – Thursday*  
*8:00 a.m. – 2:00 p.m.*

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**TRANSCRIPTS, REPORT CARDS,**  
Transfers, Withdrawals, Good Student Insurance Forms

**Main Office, Door C ▶ 764-6046**

- *Closed June 19 – June 23; June 27*
- *Closed July 3 – July 4; July 17 – July 21*
- *July 24- July 28 – open for registration only*

**BOOK RENTAL PAYMENTS**

**Bookstore, Door C ▶ 764-6059**

- *Closed June 15 – June 16*
- *Closed June 23 – July 4*
- *July 24 – July 28 – open for registration only*
- *Payments can also be made at the Administration Building*

**DIPLOMAS**

**Main Office, Door C ▶ 764-6027**

- *Closed July 3, July 4, July 24*

# SUMMER SCHOOL

**Freshman Office, Door F ▶ 764-6038**

- *Monday – Friday, 7:45 a.m. – 12:45 p.m.*
- *Session 1: June 5 – June 23*
- *Session 2: June 26 – July 18 (no school July 4 & 5)*

# WORK PERMITS

**Freshman Office, Door F ▶ 764-6038**

- *8:00 a.m. – 12:00 noon*
- *June 5 – June 23*
- *June 26 – July 18 (closed July 4 & 5)*

# REGISTRATION

**ONLINE ▶ July 17 – 31**

- **CURRENT STUDENTS:**
  - *Access the registration software through your Parent Portal Single Sign On*
- **NEW OR FORMER STUDENTS:**
  - *Access the registration software at [www.portage.k12.in.us](http://www.portage.k12.in.us) ▶ 2017-2018 Registration*

**COMPUTER LAB OPEN 12pm-8pm DOOR D**

# RESIDENCY VERIFICATION

**Main Office, Door C ▶ July 24 – 28**

- **GRADES 9, 11, ALL FORMER STUDENTS, & ALL NEW STUDENTS** *must provide proof of residency*
- *Monday July 24 – 12:00 pm - 3:00 pm*
- *Wednesday July 26, Friday July 28 – 9:00 am - 3:00 pm*
- *Tuesday July 25, Thursday July 27 – 12:00 pm - 7:30 pm*

**REGISTRATION IS NOT COMPLETE  
UNTIL RESIDENCY HAS BEEN VERIFIED!**