

Dear RMCA Community,

We hope everyone has been having a restful and relaxing summer. As we are getting closer to the new school year, we are gearing up for.... Back to School Day. Starting Monday, July 12th, we are asking our parents to start completing the Back to School forms on the [Parent Portal](#). We are hoping that by completing this prior to Back to School Day, you will be able to spend more time with your student's teacher and get ready for this new year. We are anticipating a Back to School Day that is as normal as possible.

Back to School Day will be on Wednesday, August 11th from 1:00 – 5:30. Please see below your scheduled time based on your **Last Name**.

- **Schedule**

Times	Activity
1:00-2:15 pm	Last Names A-H
2:30-3:45 pm	Last Names I-P
4:00-5:15 pm	Last Names Q-Z

Notes:

- Planners and Student Fees need to be paid for online at <https://www.rmccacs.org/shop>. Please make sure you select the correct planner for your student, based on grade. **Kindergarteners do not need planners.**
- Your student's Demographics may be updated in Parent Portal. If your address has changed, please bring proof of your address to Lauren Huitt, Registrar, or email proof to Lhuitt@rmccacs.org.
- On August 2nd, Carpool numbers will be available. Each family will be given 4 Carpool numbers per student for sitters, other family members, etc.

We are looking forward to seeing all of you back in the building soon. Have a great summer, and let us know if you need anything.

RMCA Administration

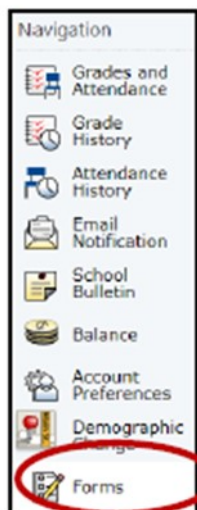
ALL BACK TO SCHOOL FORMS NEED TO BE COMPLETED FOR EACH STUDENT

Step 1: Sign in to the parent [PowerSchool portal](#) on your computer through the RMCA website under "Parent Resources". If you don't have your login information, please contact the Registrar, Lauren Huitt, at 719-550-5339 or email at Lhuitt@rmcacs.org.

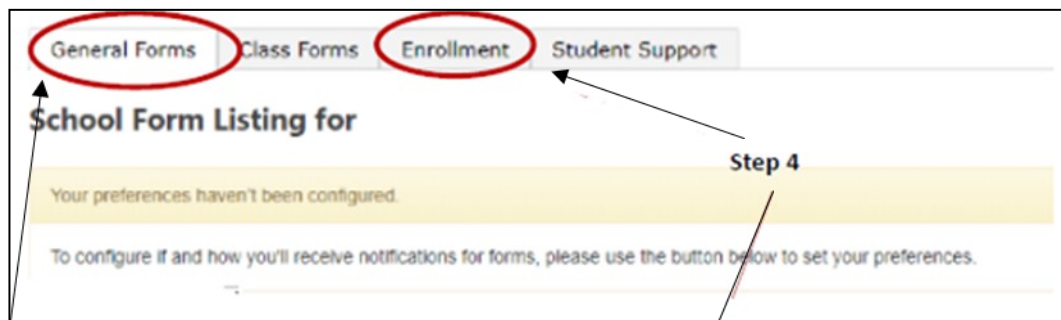
Step 2: Once logged in, please find **Forms** on the left hand side.

Step 3: Fill out **Device User Agreement** and **Media Release** form under **General Forms**.

Step 4: Please fill out the **Multipurpose** and **Health Information** forms under the **Enrollment** tab.



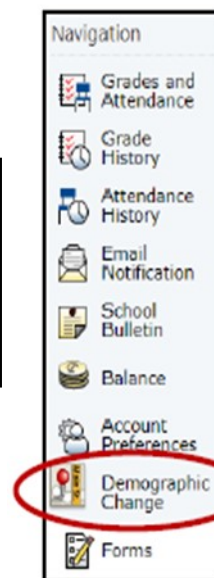
Step 2



Step 3

General	
Status	Form Name
Empty	Media Release Form
Ecollect Permissions	
Status	Form Name
Empty	Device Use Agreement

Status	Form Name
Empty	Health Information
Empty	Multipurpose Form - Student Information Update



Step 5

Step 5: Please select **Demographic change** on the left hand side of the screen. You can make updates to parent/guardian contact information, address, and emergency contact information. **If there is an address change, please submit proof of residency (i.e. utility bill, lease agreement, or mortgage statement)** by dropping it off at the school, faxing it to 719-622-8004 or emailing it to LHuitt@rmcacs.org.

Step 6: If you have more than one child returning to RMCA, please switch student profiles on the top left hand corner and repeat steps 2-5.