



**Eastlake Middle School**  
*A California Gold Ribbon School*

Home of the Tritons  
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*Today's foundation... Tomorrow's future*



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## Eastlake Middle School Incoming 7<sup>th</sup> Grade Registration Process

April 30, 2020,

Dear Parents/Guardians,

Thank you for your patience regarding the process for registering your incoming 7<sup>th</sup> grader(s) to Eastlake Middle School (ELM). With our current quarantined situation, all schools had to make adjustments on how to proceed with registration process. Below are some of the questions that you have either emailed me or have posted on social media. Know that this information is already on our website; however, we have also created a separate website dedicated to distance learning. There will be a page added that will be dedicated to all registration questions. Click on this [link](#) to access the ELM Distance Learning Site.

We also created the ELM Instruction Sheet for you to use as you go through the registration process. Click on this [link](#) to access the instruction sheet. The answers to some of the questions will refer to this document.

### FREQUENTLY ASKED QUESTIONS

**Q: To whom should I direct any questions/concerns I may have regarding registration?**

A: Please email our registrar, Ms. Laura McGough using this email below:

**[elm.registrations@sweetwaterschools.org](mailto:elm.registrations@sweetwaterschools.org)**

**Q: How do I get my Campus Activation Key to open an Infinite Campus Parent Portal Account?**

A: By now, you should have received a letter from the district, which contains your Campus Activation Key. This letter will direct you on how to open an account on Infinite Campus Parent Portal. Click on this [link](#) to access the SUHSD Infinite Campus Parent Portal.

**Q: What if I need help in opening my Campus Portal Account?**

A: Step 3 in the ELM Instruction Sheet [[link](#)] will guide you on how to proceed. Additionally, below are three links that will offer additional support. Click on the link that will suit your needs.

1. Infinite Campus Parent Portal Guide [[link](#)]
2. Guía Del Portal Para Padres/Tutores De InfiniteCampus [[link](#)]
3. Online Registration for Parents Video [[link](#)]

**Q: What if I am a parent who already has a student at ELM that will be an 8<sup>th</sup> grader?**

A: You must make sure to use the account you opened last year with your current seventh grader. You will need the Campus Activation Key for your incoming seventh grader to add him/her to your existing account. Follow the prompts to add additional students when you are going through the registration process. **YOU WILL SUBMIT ONE REGISTRATION APPLICATION FOR YOUR FAMILY.** If you created two accounts, please email the registrar immediately about this issue so that she can connect both students to **ONE** family as soon as possible.

**Q: How do I submit required forms such as proof of residency?**

A: In Step 2 of the ELM Instruction Sheet [[link](#)], there are four (4) fillable PDF forms that must be submitted along with completing the Campus Portal registration.

1. Click on each link to download.
2. Complete each fillable form with the required information.
3. Save each document using this naming convention: Lastname\_Firstname\_Grade\_Type of Form. Here is an example using me as the student:
  - a. Finley\_Easter\_7\_OLRForm
  - b. Finley\_Easter\_7\_LanguageSurvey
  - c. Finley\_Easter\_7\_Affidavit
  - d. Finley\_Easter\_7\_POR.
4. In one email, send **ALL** forms to [elm.registrations@sweetwaterschools.org](mailto:elm.registrations@sweetwaterschools.org).

**Q: How do I send my immunizations records to be verified by the school nurse?**

A: In Step 4 of the ELM Instruction sheet [[link](#)], you will find general guidelines on what is required. Follow the steps below to provide immunization records to ELM.

1. Make clear copies of your incoming 7<sup>th</sup> grader's immunization records making sure that his/her name and all completed vaccinations are legible.
2. Save copies and follow this naming convention: Lastname\_Firstname\_Grade\_Vaccine.
  - a. Here is an example using my name: Finley\_Easter\_7\_Vaccine.
3. Send the record as **ONE** document via email to: [shannon.flood@sweetwaterschools.org](mailto:shannon.flood@sweetwaterschools.org)
4. If you give Nurse Flood permission to give your child over-the-counter medication (OTC), complete this form [[link](#)] and submit via email to her.
5. Follow this naming convention for this OTC file: Lastname\_Firstname\_Grade\_OTC.
  - a. Here is an example: Finley\_Easter\_7\_OTC.

**Q: What can hinder or delay my registration process?**

A: The registration process can be hindered or delayed for the following reasons:

1. **Missing documents - one of four accompanying documents were not submitted.**
2. **Incomplete documents - one or more documents were not filled completely.**
3. **Submitting a bill that is not acceptable, for example a cell phone bill.**
4. **You submitted a bill with another person's name that is not a spouse. This will trigger the joint residency process and you will be required to submit additional documentation.**

**Q: How will I know that I have completed the registration process?**

A: When you complete the online registration process, you will receive a summary page that you completed the process. You should have one for each child who will attend ELM. On that page, there will be a confirmation number. Use that confirmation number in the subject line and email the registrar, Ms. McGough, if she is in receipt of your entire packet.

**NOTE:** Please know that Ms. McGough is processing close to 800 incoming students in addition to the 850 current seventh graders. Please give her ample time to compile your entire registration packet before emailing her.

**Q: What if I want to attend ELM but it is not my school of residence? I want to transfer to ELM.**

A: In Step 1 of the ELM Instruction Sheet [[link](#)], there is a link to check if you live within the boundaries of ELM. If you do not fall within the boundaries of ELM, follow the steps below:

1. Get your Campus Activation Key from your home school.
2. Create your Campus Portal Account and complete the Student Intra-District Transfer Process in the portal.
3. The district will contact you when your application is approved. **The deadline for transfer application is May 8, 2020.**
4. Once you receive your approval email, complete the registration process for ELM.
5. Remember, just because you submitted an application DOES NOT guarantee that your application to transfer will be approved. Click on these [link](#) for the three (3) categories for requesting a transfer.

**Q: What if I want my student to be in Dual Language Immersion program but my child was not in DLI?**

A: If you indicated in the documents you completed and submitted in March that you would like your child to be in the DLI program, then your child will be placed in the program. When the school year begins, his/her Spanish teacher will give him/her an assessment to determine level of proficiency or if they should be in the DLI program altogether. In general, if students have been exposed to Spanish, they typically qualify because they will be considered heritage or native speakers.

**Q: I want my child to be in Compacted Integrated Math 7/Integrated Math Course 1. When will he/she take the placement test?**

A: The district has decided that for the year 2020-2021, Compacted Integrated Math 7/Integrated Math Course 1 will be OPEN ACCESS. This means that if your child wants to be in it, then he/she will be able to enroll without taking a placement test. If you want your child to be in this compacted course, click on this [link](#) to indicate your child's interest in being enrolled in the class. This form also contains the criteria that have been identified as excellent indicators of a student succeeding in this very rigorous course. When the school year begins, all seventh graders will be given a test called the MDTP. The results of this test will be used as an initial step to either keep your child in the class or to encourage him/her to move to Integrated Math 7.

**Q: My child and I forgot to submit the Elective Course Form on March 6. What should we do?**

A: Our head counselor, Dr. Luis Lopez, has emailed you this week if you did not submit the elective form. That email contains a link to an online version of the elective course form. If you do not recall if you submitted the form to your sixth grade teachers, please email your Eastlake Middle School counselor. Below is the ELM Counseling Team alpha breakdown. Click on your counselor's name to email him/her.

[Mrs. Jennifer Academia](#) (A – De)

[Ms. Dalila Espinosa](#) (Di – Kem)

[Mrs. Mixim Murchison](#) (Ken – No)

[Mrs. Heather Rindone](#) (Nu – Ros)

[Dr. Luis Lopez](#) (Rot – Z)

