



**Villa Park Elementary**  
(714) 997-6281

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**2016-2017 Beginning of the Year Packet Checklist**

Please download, complete and return the following items by Friday, September 2<sup>nd</sup>. All students who return the required paperwork by this date will be eligible for a Friday, "Good Guy Recces".

**Important Paperwork to Print and Return**

- \_\_\_\_\_ **Emergency Cards**-Please print and return two cards. If any changes to phone number or email should occur during the school year, it is imperative that you alert the office ASAP so that we may contact you in the event of an emergency. Please include the names of any family or friends allowed to sign your child out during the school day.
- \_\_\_\_\_ **Over the Counter Product Authorization**-Print, sign and return form.
- \_\_\_\_\_ **Medication Request**- (optional) For students who may need medication administered during the school day. **Students may not keep prescription or over the counter medications at any time on campus.**
- \_\_\_\_\_ **Villa Park Elementary Parent Student Handbook**-Read and review handbook with your student, then sign and return certification page.
- \_\_\_\_\_ **Villa Park Elementary Cell Phone Policy**- Read and review with your student, then sign and return certification page.
- \_\_\_\_\_ **Insurance Verification Form**-Print and sign cover letter. Brochures will be sent home on the first day of school.
- \_\_\_\_\_ **Native American Education Program** (optional)-Print and sign form if applicable.
- \_\_\_\_\_ **Notification of OUSD Promotion Retention Policy**-Sign and return
- \_\_\_\_\_ **Dismissal Time Instructions**-\*Electronic \*\_Important, please complete and return ASAP.

**Additional Information**

**[Villa Park Elementary Bell Schedule](#)**

**[Villa Park Home and School League Website](#)**- membership forms, suggested student supplies, after school enrichment classes, and more!

**OUSD Parent Portal Account**- Request a new account or report a problem. Print and complete the form then visit the office with an ID to set up an account. Parent portal allows parents to view missing assignments, grades and more. This is critical for upper grade students.

**OUSD Student Calendar**

**[Villa Park Elementary Bell Schedule](#)**

**Healthcare Options for Families**

**Dental Care Options for Families**

Stay connected with VPE! Follow us on Twitter [@VPESchool](#) and our [School](#) and [H&SL](#) websites.