

# Mitchell Intermediate School Checklist

2023-2024

## Mitchell Intermediate School Parent Checklist BEFORE the First Day of School

What will make your life easier prior to the first day of school? Be sure to check off each item.

\_\_\_ 1. **Transportation** If your child is at least one mile from Mitchell Intermediate School, then he/she is eligible to ride the bus. If your child was in CISD last year, he/she received a SmartTag on a lanyard. Your child can use this same tag this school year. If your child did not keep his/her SmartTag, they can still ride the bus but will need to manually enter his/her Student ID#. Have your child begin using the SmartTag on the first day of school. More information about transportation is included below. Register for transportation: <http://www.conroeisd.net/department/transportation/>

\_\_\_ 2. **Dismissal Survey** Determine your child's daily dismissal routine. Make sure your child knows their daily dismissal routine and knows the names and phone numbers of emergency contacts. Make sure your child knows what to do in the event "Severe We Day Dismissal" is called. Please complete this "Mitchell Dismissal Survey" <https://forms.office.com/r/LiMx2KaRTO>

\_\_\_ 3. **Lunch Account** It is a good idea to set up a lunch account in case your child forgets his/her lunch. If you didn't open an account at "Meet the Teachers" on August 7, you can send a check with your child they can present to the cafeteria manager. It is recommended you include your child's six-digit ID# in the memo section of your check. To deposit money in your child's account, go to <http://www.conroeisd.net/department/child-nutrition/>

\_\_\_ 4. **Parent Access Center** Students previously enrolled in Conroe ISD will have an active Parent Access Center (PAC) Account which will allow you to see your child's grades and much more. Parents do not need to re-register for PAC if they already had an account. You do need your child's Student ID#. If you don't have it, contact the Attendance Clerk, Linda Rusinski, at [lrusinski@conroeisd.net](mailto:lrusinski@conroeisd.net) If you haven't already registered for a PAC account, go to <http://www.conroeisd.net/parents/>

\_\_\_ 5. **Volunteer in CISD** If you plan on volunteering at Mitchell in any capacity (field trips, classroom parties, PTO Social, etc.), you must be on the approved Conroe ISD volunteer list. The process takes just a few minutes. Please go to the "Volunteer in CISD" link to complete the online application <http://www.conroeisd.net/parents/get-involved/>

\_\_\_ 6. **Mitchell PTO** Check out the Mitchell PTO website. This is where you will order spirit wear, yearbooks, Social tickets, and much more. Log on to <https://www.mitchellmustangsppto.com/>

\_\_\_ 7. **Band/Orchestra** Make sure you have taken care of all band or orchestra requirements. You received a list of items to provide when your child was confirmed for a specific instrument. Local music stores sell out quickly at the beginning of every school year. It is a good idea to secure the materials prior to the end of the first week of school.

\_\_\_ 8. **Dress Code** The first day of school is just around the corner. Summer hair styles and clothing are often not appropriate for school. Now is the time to make sure the “Kool-Aid” dye is removed from hairstyles or that when shopping for clothing your list includes school-appropriate attire. A brief description of clothing not allowed includes: spaghetti strap shirts, tanks tops with wide arm openings, shorts that are shorter than mid-thigh, flip flop shoes, and shirts with inappropriate messages.

\_\_\_ 9. **Preparing for First Day** It is a good idea a few days before school starts for children to go to bed earlier and wake up earlier to get back into the daily routine. Help your child develop independence by making a list of “To Do’s” before school starts. Have them make a grocery list of items so they can pack their own lunch.

\_\_\_ 10. **School Supplies** Make sure your child has all the necessary school supplies. The teachers may ask for supplemental materials not included on the Mitchell School Supply List. Pre-paid school supply packets will be distributed at “Meet the Teachers”.

\_\_\_ 11. **PowerSchool** All current CISD student emergency contact information will be maintained on an online system called PowerSchool. All parents need to update this link annually. The PowerSchool link is emailed to parents of previously enrolled students. If you have any problems with PowerSchool contact Linda Rusinski at [lrusinski@conroeisd.net](mailto:lrusinski@conroeisd.net) or 832-592-8460.

\_\_\_ 12. **Looping** One of the most positive aspects of looping is the first day of 6th grade. Your 6th grader does not have to worry about anything on the first day of school other than showing up in his/her LC. We do not have “Meet the Teachers” since your child already knows his/her teachers. If your child was not a 5th grader at Mitchell last year, he/she is welcome to attend 6th grade “Meet the Teachers” on August 8 from 2:00-4:00 PM. Your child does not need to worry about his/her locker. That can all be taken care of on the first day of school.