

Table of Contents



July 15, 2025

Greetings all PHS Families!

Believe it or not, we are feverishly beginning our preparations for the 2025-2026 school year! We hope that the past few weeks have been spent having an abundance of fun in the sun!

As we look ahead to August and the start of school, we wanted to share some important information with you.

TABLE OF CONTENTS

BACK-TO-SCHOOL REGISTRATION - FINAL FORMS DUE: JULY 28, 2025.....	3
FALL SPORTS CODE OF CONDUCT MEETING.....	3
NEW STUDENTS, FRESHMEN FIRST DAY & ORIENTATION, OPEN HOUSE, CONFERENCES.....	3
CLASS SCHEDULES.....	4
INCREASES IN PARTICIPATION FEES.....	5
COURSE FEES.....	5
Payment Online.....	6
Payment In-Person.....	6
Fee Waivers & Free / Reduced Price Meal Program.....	7
2024-2025 YEARBOOK DISTRIBUTION.....	7
2025-2026 YEARBOOK & SENIOR RECOGNITION ADS.....	7
INDIVIDUAL YEARBOOK PHOTOGRAPHS & STUDENT IDs.....	7
SENIOR YEARBOOK PORTRAITS.....	8
NAME ON DIPLOMA (SENIORS ONLY).....	8
EMERGENCY MEDICAL AUTHORIZATION AND PARENTAL CONSENT FORMS.....	8
IMMUNIZATIONS.....	8
MEDICATIONS.....	8
PARKING PERMITS.....	9
SCHOOL SUPPLY LISTS.....	9
CLUB & COMMUNITY ORGANIZATIONS INFORMATION.....	9

BACK-TO-SCHOOL REGISTRATION - FINAL FORMS

DUE: JULY 28, 2025

Final Forms is the software that the district uses to collect contact information, residency, custody and permissions for field trips, directory, photography, medical treatment, etc. and is required to be updated annually by the parent/guardian. Please take some time to review and sign off on all required forms as soon as possible. **Only one** custodial parent/guardian is required to sign the forms for each student.

Students will also have to sign off on several forms. Penta students must use their **assigned Perrysburg Schools email**. All students will receive a notification to their school email to sign the applicable forms. It is important to note that parents/guardians must sign off on the relevant forms **first**. **NOTE:** *Students new to the district will receive their email credentials and laptop during orientation at the school.*

Has there been a change of address or custody?

In order to process address and custody changes, residency and court documents must be uploaded to the student's folder in FinalForms (click on the folder icon to the right of the student's name in Final Forms to upload items). Or, documents can be turned in directly to the school office or emailed to Deb Callaway at dcallaway@perrysubrgschools.net. Read more on: [Proof of Residency Requirements](#)

To get started with FinalForms click here: <https://perrysburg-oh.finalforms.com/>

Your username and password should be the same as the one used last year. If you have forgotten your password, there is a password reset feature. If you are unable to access your account, don't see your child's name when you log in, or have any other questions about FinalForms, please contact **Angie Campebell** at acampbell@perrysburgschools.net.

FALL SPORTS CODE OF CONDUCT MEETING

The Fall Sports Code of Conduct Meeting will be held on **August 6, 2025, from 6:00-7:00 p.m.** in the High School Auditorium. All Fall Athletes who made a roster spot, and at least one parent/guardian, must attend the meeting.

NOTE: *In addition, prior to the first **official** day of tryouts/practice, parent(s)/guardian(s) and the student must complete all items in [Final Forms](#), and the student must submit a [pre-participation exam form](#) to either the head coach or athletic trainer.*

NEW STUDENTS, FRESHMEN FIRST DAY & ORIENTATION, OPEN HOUSE, CONFERENCES

The student organization, "Link Crew", will lead our orientation for Freshmen on two separate days. The fun begins on Tuesday, August 12, **for 9th graders with the last names beginning with letters A-K**, and Wednesday, August 13, **for 9th graders with the last names beginning with letters L-Z**. This orientation is the first required day of the school year for 9th graders only. The day is scheduled from 8:30 a.m. - 3:25 p.m.; buses will be running on a regular schedule. ***If you are the parent or guardian of an incoming 9th grader, please [read this letter from our "Link Crew" Advisors!](#)***

NOTE: *9th Grade Laptop Distribution will take place during orientation at the schools – there will not be a separate pickup event this year.*

NEW STUDENTS: Students in grades 10-12 will have the opportunity to visit on August 12 or 13 for laptop pickup as well as pictures for the yearbook and photo identification cards. There will even be time available for students to discuss their schedule and get a feel for the building. ***Parents and guardians will be contacted shortly with more direct and detailed information. The schedule will look different, so please stay tuned for more information!***

First Day of School	Date
Freshmen (last names beginning with A-K)	Tuesday, August 12, 2025
Freshmen (last names beginning with L-Z)	Wednesday, August 13, 2025
First Day for ALL High School Students	Thursday, August 14, 2025
Open House	Thursday, August 14, 2025
PHS Hours of Operation	
8:30 AM - 3:25 PM • <i>Students will be permitted to enter the building beginning at 8:00 AM. Supervision will be provided in the Commons where students will remain until teachers report to classrooms.</i> • <i>Students reporting prior to 8:00 AM for a scheduled activity (ex. club meeting or practice) will enter the building through the Main Office and the secure vestibule.</i>	
Changes to '25-'26 Calendar	
PHS evening conferences (fall) Tuesday, Oct. 14th - <i>This is a change from September 18th.</i> PHS evening conferences (spring) Thursday, March 5th - <i>This is a change from February 12th.</i> <i>It was felt that these might be more valuable if moved to be closer to the end of the 1st and 3rd quarters, respectively.</i>	
Bus Routes Information	

CLASS SCHEDULES

Schedules will be available online for students to view starting August 4, 2025. Therefore, students and parents/guardians should plan to log into PowerSchool to view student schedule(s). To login to PowerSchool use the following link: <https://perrysburg.ps.nwoca.org/public/>

If your student is **new to the school district**, parents/guardians will receive information on how to create an account in PowerSchool after the enrollment process has been completed, including a schedule created by the high school counseling department.

If you have a returning student, this is the same email and password that you have used in the past. If you have

forgotten your password, there is a forgot password field at the bottom of the screen to reset your password.

We can only honor schedule changes due to changes in College Credit Plus courses and their accompanying schedules or as a result of coursework completed over the summer. No exceptions.

INCREASES IN PARTICIPATION FEES

The table below outlines the participation fees for students involved in athletic programs and theater productions. These fees have increased compared to previous years to help sustain the programs amid reduced district funding.

Athletic Participation	Fee
1 student, 1 sport	\$214
1 student, more than 1 sport	\$428*
Family, multiple students, multiple sports	\$505*
Theater Participation	Fee
1 student, 1 production	\$46
1 student, more than 1 production	\$92*
Family, multiple students, multiple productions	\$138*
Athletics + Theater Participation	Fee
1 student, participates in multiple sports and productions	\$428*
Family, multiple students participating in sports and productions	\$505*

*** - Represents the maximum amount of fees that will be assessed for a single child or family participating in one or more of these activities.**

NOTE: Checks should be made payable to Perrysburg Schools. You will not be able to pay this fee via PaySchools Central until school starts on August 14th and fees are then officially assessed. Payment by check can be turned in at any time to Morgan Miller, the Athletic Secretary or Veronica Guillen, Cashier, during regular summer office hours at PHS.

COURSE FEES

Some of the student fees this school year will be assessed in the coming weeks. These fees include general fees, class fees, and laptop assessments. Parking permit charges will usually be added to a student's account within 24 to 48 hours after the completion of FinalForms, if a need for a permit is indicated.

The **individual course fees will be assessed Tuesday, September 2, 2025** with an opportunity to pay the fees

online via PaySchools Central. Statements will be sent via email through our billing's email system, Bright Arrow. The PDF attachment will be password protected. **The password is your student's 9-digit Student ID Number. This number can be found in your child's Final Forms account.**

Payment Online

You are encouraged to pay general fees, class fees, and other miscellaneous fees online at [PaySchoolsCentral](https://payschoolscentral.com). The 9-digit Student ID Number is required when registering for online payments. The Payschoolscentral.com dashboard is divided into MEALS (top section) and FEES (bottom section). Click the drop down arrow in the FEES section to see what fees are due. Checkmark which fees you would like to pay at this time. Fees will be loaded to your shopping cart for you to proceed with payment.

NOTE: *Payments by a direct Debit/Automated Clearing House (ACH) transaction fees through PaySchools will be waived from July 1, 2025, UNTIL September 30, 2025. This does not pertain to funds added for lunch accounts. The credit/debit card fee is also not waived during this time.*

Below are the steps to register at PaySchools Central:

1. To register, please visit payschoolscentral.com and select the "Register" option below the Email and Password fields. The 9-digit Student ID Number is required to register. Please refer to the Student ID number on the first page of this document.
2. Once on the 'New User Registration' page, fill out all required fields marked by a red asterisk. Be sure to check the User Agreement and click the box before selecting Register.
3. Once the registration has been submitted, a message will be delivered to your email account with a link to activate your account and set your password. This link is ONLY VALID FOR 30 MINUTES. If you do not activate the link within the allotted time, please return to payschoolscentral.com and use the Forgot Password link to request a new email.
4. You will then enter your email, password and confirm to complete registration.

Password Recovery for PaySchools

1. If you forget your password, use the Forgot Password link on the login page.
2. Choose whether you would like to receive an email link or a text code to reset your password.

Add Payment Methods for PaySchools

1. To access payment methods, go to the User menu at the top right and click the dropdown.
2. Choose Manage Payment Methods, and then press the Add New Payment button.
3. Enter the payment type and nickname.
 - a. For direct debit/ACH - enter the account type, routing and account numbers or
 - b. For Credit Card - enter the credit card number, expiration date and the 3-digit card verification value (CVV) on the back of the card.
4. Read the Payment terms and conditions, check the box to acknowledge
5. Press submit to add the account.

Payment In-Person

For those that wish to pay school fees in person, please contact our cashier, Veronica Guillen, to schedule an appointment. She can be reached by email at vguillen@perrysburgschools.net or by phone at 419-874-3181, ext. 5008. Payment methods include Cash, Credit Card, and/or Check/Money Order. Checks and Money Orders should be payable to Perrysburg Schools. *Any student in FinalForms who plans on participating in a fall sport should be able to pay the athletic extracurricular fee with his or her school fees.* Please note the online payment site is more suited for a laptop, but the Payschool app is formatted for a mobile device.

Fee Waivers & Free / Reduced Price Meal Program

Please note that certain school fees can be waived if your child is approved for the Free/Reduced Lunch Program. The form is available here: [Free and Reduced-Price Meal Program](#) **A new form MUST be completed every year.** For questions regarding this program or for a paper copy, please contact Denise Zielske, Child Nutrition Director, at 419-874-9131, ext. 2138 or via email at dzielske@perrysburgschools.net. Students who meet the income guidelines for free and reduced-price meals are eligible to have their charges waived for general fee, class fee, course fees, and current laptop assessment.

2024-2025 YEARBOOK DISTRIBUTION

Yearbooks will be distributed to students who pre-ordered them in the second week of the school year. Students will need to present a photo ID to receive their book. A limited supply of extra copies of 2024-2025 yearbooks will be available for purchase for \$90 per book on a first-come, first-served basis. Graduated seniors will have their books mailed home over the summer.

2025-2026 YEARBOOK & SENIOR RECOGNITION ADS

The 2025-2026 yearbook will go on sale in the fall. You may purchase one at www.jostens.com/yearbooks for \$80 through August 30. On August 31, the price will increase to \$85. Yearbook sales end May 1, 2026.

A tradition at Perrysburg High School is to include Senior Recognition Ads in the yearbook. You may show your soon-to-be graduates your appreciation and gratitude by placing a personal message in a special section of *The Black & Gold* yearbook. You may congratulate them on their achievements, wish them luck or give them that last piece of advice. [Click here](#) for information about Senior Recognition Ads.

INDIVIDUAL YEARBOOK PHOTOGRAPHS & STUDENT IDs

Professional photographers from JPix will be taking pictures of our Freshmen and any new high school student grades (10-12) at the Link Crew orientation days on **August 12 and August 13**. Current PHS students in Grades 10-12 or any student who may have missed the Link Crew orientation days will be photographed on **August 18** during the student lunches or during the morning study halls. The pictures will be used for Student IDs and for inclusion in the PHS yearbook. Penta students will be photographed at Penta and their photos will be shared with PHS. They do not need to report for photos at PHS. However, Penta seniors are still encouraged to partake in PHS Senior Portraits (see next section).

NOTE: *Student IDs are necessary for Penta Career Center students and other PHS students who plan to attend Athletic events and participate in Athletics. For entrance to fall athletics, Penta students should retain their student photo IDs from the previous school year until replacements for the 2025-2026 school year can be produced.*

The ordering information for school pictures for freshmen, sophomores and juniors will be sent to parents/guardians after picture day.

SENIOR YEARBOOK PORTRAITS

It's a tradition at PHS for seniors to be photographed in a formal setting. Impulse Studio is scheduled to take portraits of the Class of 2026 on **July 24, 25, and 28, 2025** at PHS in the Auxiliary Gym (door 44). Appointments take just 5 minutes and are free of charge. Please book your rising senior's appointment as soon as possible by clicking [here](#). If your rising senior will not be in town or cannot be photographed on these July dates, plan on being photographed Tuesday, November 4, 2025. A sign up sheet for the makeup date will come out this fall. Please be aware that seniors are expected to dress appropriately in these portraits. This means collared shirts, suit jackets optional. No spaghetti straps, halter tops or strapless shirts. The photographer offers the "black drape" top for a more classic look. Hats are not permitted in senior portraits. Board approved dress code guidelines should be followed. Please refer to page 49 of the school [handbook](#) for additional guidelines.

NAME ON DIPLOMA (SENIORS ONLY)

Please note that for students who will be graduating this school year, we will be ordering diplomas with the name that appears on the student's birth certificate. For requests for the diploma to appear differently (i.e., no middle name or middle initial), please contact the high school for a diploma name change form.

EMERGENCY MEDICAL AUTHORIZATION AND PARENTAL CONSENT FORMS

The high school is required to have updated emergency medical forms and parental consent forms on each student enrolled at the high school. This includes Penta Career Center students and students attending an alternate placement. These forms should be completed through FinalForms online prior to **July 28, 2025**.

IMMUNIZATIONS

For incoming seniors, Ohio state law requires that students must submit documentation of having had a meningococcal (serogroups A, C, W, Y) immunization that would have been given on or after their 16th birthday. Many students may have received one prior to age 16 years of age. However, they will need a second one to meet the requirement for this upcoming school year. This can be submitted to the high school nurse, Ashley Cunningham. If you have any questions, please contact her by email at acunningham@perrysburgschools.net or by phone at 419-874-3181, ext. 5310.

MEDICATIONS

For students who require medication to be administered during the school day, please submit the medication use form to the school nurse, Ashley Cunningham. The form is located here: [Medication in School](#) or printed copies of the form will be available at the high school office beginning August 5, 2025.

NOTE: *Only medication that has to be given during school hours will be considered for approval. Also, per state law, a student is only permitted to self carry epinephrine (as long as a backup dose is provided to the school to be kept in the clinic), asthma inhalers, and/or insulin, as long as proper paperwork has been provided. All other*

medications must be locked in the clinic medication cupboard.

Any parent/guardian wishing to fill out an Over-The-Counter Medication form to allow designated staff to administer school stock Ibuprofen or Acetaminophen to your child as needed will need to complete page two of the medication forms; [Over-the-Counter Medication Form](#). Please sign and mark one or both medication boxes. These completed forms will need to be returned to the school nurse, please do not upload to Final Forms. This request is good for the current school year only.

PARKING PERMITS

Please note that only students with Perrysburg High School parking permits will be allowed to park on school property. Cars without permits will be subject to fines and towing at the owner's expense. (Towing information is listed on the sign displayed in the lot.) Students parking without permits will be subject to school disciplinary consequences. Students who meet the criteria may apply for a parking permit through FinalForms. Carpooling is encouraged. After school jobs have NO impact on parking permits.

NOTE: *A valid driver's license will be required by each student who has applied for a parking permit and must be presented when purchasing a parking permit. The parking permit fee is **\$25.00**. All students requesting to park at the high school during school hours **MUST have a parking permit visible PRIOR to parking**. The student/parent agreement form must be signed as well. Students should register for a parking permit through FinalForms, and the fee will be assessed to the student's account. The parking permits will be distributed the first few days of school to the students.*

SCHOOL SUPPLY LISTS

The students will receive a list of supplies that may be needed for individual classes the first week of school. These lists will be provided by the individual teachers.

CLUB & COMMUNITY ORGANIZATIONS INFORMATION

We wanted to share with you that school and community organizations have information available on our back-to-school webpage. These groups include: [Perrysburg Band Boosters](#), [Parents Helping Students/Staff Parents' Group](#), [Perrysburg Athletic Boosters](#), and [Vocal Music](#). For more information regarding these organizations, please select the hyperlinks listed for the particular organization. Some information on the website has yet to be updated for the upcoming school year, but this will help you get started.

If you have questions, please do not hesitate to contact the high school. The most efficient way is via email. Please direct questions to **Angie Campbell** at acampbell@perrysburgschools.net

The high school main office will be open starting July 31 from 7:30 a.m. to 3:30 p.m.

We are looking forward to a smooth and successful start to the school year. But first, please enjoy the rest of your summer!

Respectfully,

A handwritten signature in black ink, appearing to read "J. D. Fults". The signature is stylized with large, overlapping loops for the first letters.

Dr. Justin Fults
Principal
Perrysburg High School

Ensuring all students achieve their greatest potential

www.perrysburgschools.net