



Dr. Taylor Holloway
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**TRAVIS RANCH SCHOOL
MIDDLE SCHOOL “TAKING CARE OF BUSINESS” DAYS
AUGUST 19 & 20, 2020**

Dear Parents and Students:

August 2020

Welcome to Travis Ranch School for the 2020-2021 school year! This year, Middle School will begin on Tuesday, September 1, 2020. In preparation for the opening of school, middle school students attend a “Taking Care of Business” (TCOB) day. These days have been scheduled for Wednesday, August 19th and Thursday, August 20th, in the Travis Ranch Multi-Purpose Room (MPR) and Elementary Blacktop.

Students are scheduled by grade level and last name. The specific date and time slots are below. It is important to come during your assigned time slot, wear a mask, and maintain social distancing while on campus. In order to limit crowding, we ask that only one parent attend with their student. Siblings may not attend.

Wednesday, August 19, 2020	
8:00 - 8:30	8 th Grade A – E
8:30 - 9:00	8 th Grade F – J
9:00 - 9:30	8 th Grade K – O
9:30 - 10:00	8 th Grade P – T
10:00 - 10:30	8 th Grade U – Z
10:30 - 11:00	7 th Grade A – E
11:00 - 11:30	7 th Grade F – J
11:30 - 12:00	7 th Grade K – O

Thursday, August 20, 2020	
8:00 - 8:30	7 th Grade P – T
8:30 - 9:00	7 th Grade U – Z
9:00 - 9:30	6 th Grade A – D
9:30 - 10:00	6 th Grade E – H
10:00 - 10:30	6 th Grade I – L
10:30 - 11:00	6 th Grade M – P
11:00 - 11:30	6 th Grade Q – T
11:30 - 12:00	6 th Grade U – Z

Please familiarize yourself with the “Taking Care of Business” procedures below:

Multi-Purpose Room (MPR)

Station 1 : School Pictures and ID Cards

Students will take their picture for their campus ID card and Yearbook. Please enter at the south doors and exit at the north doors. Social distancing stickers will guide traffic. Masks should be worn until the photographer requests removal. See [informational flyer](#) from Lifetouch for package details and ordering information.

Elementary Blacktop and Lunch Tables

Station 2: PTA

Make a difference in your child’s education and join the Travis Ranch PTA! Please click [HERE](#) for more information about the benefits of joining PTA. Join now at <https://travisranchpta.org/membership/> or view this [membership flyer](#).

Station 3: Updated Student Information and Forms

Before attending TCOB you must go online through your Aeries Parent Portal account and update your Student Data Confirmation information. [Click here](#) for directions on how to update your student data. Print the **Insurance protection for your child** and turn it in at this station. If you do not currently have an active Aeries Parent Portal account you will be required to create one at this station. You will not be able to continue with TCOB until this has been completed.

Station 4: Planners

This year, planners are provided at no cost thanks to your Associated Student Body (ASB)! These are very useful for keeping track of homework, projects due, and other class assignments. They also serve as a communication tool between parents, teachers, and students.

Station 5: Leadership, Where Everyone Belongs (WEB), 19-20 Yearbooks & 1st Day of School Supplies

Leadership and WEB leaders can pick up their shirts and sweatshirts here. Pre-ordered 1st Day of School Supplies may be picked up here. If you were unable to pick up your yearbook in June, please stop at station 5 to retrieve it. Mr. Shay will also be selling 19-20 yearbooks for \$50, cash only, while supplies last.

Station 6: Instrumental Music Program

Students will receive sheet music/books for their classes, and check out instruments to use at home if needed (instrument loan agreements to be completed at the station). Complete Travis Ranch Music google form (can also be done online before TCOB through links provided by Mr. Fang and Mr. Nuss) and collect payments for optional Music hoodies (\$25/\$35 with zipper) and the TRSIMB Fair Share contribution (\$50 to cover Sept-Jan). All checks should be made to "TRSIMB".

Vocal Music Program: Please click [HERE](#) to view the flyer for information on registration and this year's fair share contribution.

Station 7: Class Assignments

A list of your student's classes for the year will be handed out at this station. If there are scheduling errors (duplicate classes, missing class, etc.) our School Counselor, Mrs. Worden, will be available to assist you. Changes **will not** be made for placement preference, teacher/period preference, or electives. The student's actual class schedule with teacher names will be provided in Aeries on Friday, August 28th.

Station 8: Textbooks and Chromebooks

Pick up your set of textbooks and a chromebook, if needed. Any student who currently has a chromebook checked out from last Spring will not be assigned another one.

Station 9: Health Office (Located outside main office doors)

Stop here for any medical paperwork and/or needed medications. Effective July 1, 2019 - Students starting 7th Grade need additional shots. Please provide the student's Immunization Record as proof to <https://bit.ly/travis-immunization>.

- Tetanus, Diphtheria, Pertussis (Tdap) - 1 Dose (Whooping cough booster)
- Varicella (Chickenpox) - 2 doses (Usually given at ages 12 months and 4-6 years)

As Placentia-Yorba Linda Unified School District prepares for the 2020-2021 school year, Health Services would like to communicate to you that, despite the pandemic of COVID-19, the State of California currently has no plans to delay or grant a grace period for required immunizations for students promoting from 6th grade to 7th grade.

Station 9 will mark the end of Taking Care of Business. Unlike in previous years, students will not be purchasing PE clothes, locks, ASB cards, or lanyards at this time. Yearbooks for the 20-21 school year are available for purchase online at www.jostensyearbooks.com or click on this [link](#) to go directly to the Travis Ranch Middle School ordering site. We look forward to seeing you on August 19th & 20th!

Taking Care of Business Drive-Thru MAKE-UP Day

Tuesday, August 25th from 2pm – 4pm, Main Parking Lot on Via De La Escuela

Please make sure you have the above paperwork ready prior to driving through. Pictures will not be available during the drive-thru make-up day and may be taken at a later date.

Sincerely,

Dr. Taylor Holloway, Principal
Ms. Lisa Carmona, Assistant Principal