

## **TIMELINE OF IMPORTANT DATES AND STEPS TO COMPLETE:**

- February 8 & 9** = Camp Director will visit school classrooms about Camp Big Springs
- February 10** = Optional Parent & Student Orientation at Sunset View Elementary School (Gym) @ 6:00pm
- February 11** = Application Forms and Camp Packets sent home with students
- February 15** = Registration opens - Submit your application and payment to your school registrar/secretary
- Complete ONLINE REGISTRATION in POWERSCHOOL PARENT PORTAL** - Once the registrar receives your application and marks your payment as received in the system, you will have immediate access to the online forms in your parent portal account. (See directions below)
- March 11** = Registration closes
- March 11** = Deadline for ONLINE forms to be completed in POWERSCHOOL
- By April 1** = Email notifications sent out of acceptance or declination to camp (potential lottery process or consolidation of camp weeks).

We use the email on file in PowerSchool to contact you, so make sure your information is up to date!

**ONLINE FORMS are IMMEDIATELY AVAILABLE in the POWERSCHOOL PARENT PORTAL AFTER your school registrar RECEIVES APPLICATION and PAYMENT.**


**Submitting an application and payment does not guarantee a spot for your child at camp.**

The District may implement a lottery process or take other reasonable steps to fairly allocate its scarce resources if needed.

Refunds will be made accordingly at that time of the process.

## **HOW TO COMPLETE THE ONLINE REGISTRATION IN POWERSCHOOL**

Must be done before March 11, 2022 or your student cannot participate in camp!

1. **Log onto your Powerschool Parent Portal account at [grades.provo.edu](https://grades.provo.edu)**
  - a. If you don't have a Parent Portal account, please **contact your school registrar**. They will create one for you and assign your student(s).
2. Select your **students name** in the blue bar
3. On the right side, click the blue  icon to open the drawer
4. Click on the link **School Forms**.
5. Locate your child's name and the click the **form 2022 Camp Registration**
6. Fill in the information requested and follow **ALL** directions.
7. When you see **CAMP REGISTRATION COMPLETE**, you can exit your browser.

More information about camp can be found at [campbigsprings.provo.edu](https://campbigsprings.provo.edu)

**If you have any questions about registration, please contact your school registrar.**