



Student Affairs

July 2023

2023-2024 Two Page Calendar

August 2023 Move-In Dates

August 15 - 9AM to 10AM -Student Leaders ONLY

(students will be notified via email)

August 16 - 9am to 11am -Sophomore Class of 2026

August 17 - Junior Class of 2025 9am to 11am AND

Senior Class of 2024 1pm to 3pm

NOT HAVING ALL OF YOUR REGISTRATION FORMS COMPLETE IN POWERSCHOOL OR STUDENT FEES PAID WILL DELAY THIS PROCESS. WE CURRENTLY ONLY HAVE 12 STUDENTS WHO HAVE ONE OR TWO REGISTRATION FORMS MISSING, PLEASE CHECK YOUR EMAIL. YOU CAN CHECK YOUR REGISTRATION FORMS STATUS IN POWERSCHOOL (SUBMITTED INDICATES COMPLETE, EMPTY INDICATES INCOMPLETE). PLEASE DO NOT CALL OR EMAIL TO ASK FOR STATUS.

KEEP IN MIND THAT ALTHOUGH THE EMERGENCY, INSURANCE AND MEDICAL INFORMATION FORM DISPLAYS SUBMITTED IT MUST BE UPDATED AND SHOW A LAST ENTRY DATE AFTER MAY 1, 2023.

WELCOME WEEK

Just a friendly reminder that Welcome Week is coming up soon and there are lots of exciting events to look forward to! Nightly CAB Activities, Convocation, Community Cookout, Social Media Safety Presentations, Leadership Training for Board Members, Involvement Fair, and Community-Wide Day of Service are just a few of the highlights.

For the Class of 24 and 26, please note that concussion testing is required prior to the beginning of school. It will be built into your Welcome Week schedule for your convenience. If you have any questions regarding this, please reach out to Angie Shoener at ashoener@imsa.edu.

Be on the lookout for important updates as we near the end of summer and get ready to get back on campus, including schedules for each class, and emails from student groups on campus with additional information about Leadership Training/Involvement Fair

All students are expected to stay on campus until Labor Day weekend.

SUGGESTED PACKING LIST

Upon arrival for move-in....

FIRST - park in the west parking lot (closest to soccer field).

NEXT - You and a parent will walk to door 12 (west gym) to receive your folder at the check in table. In your folder you will find a check sheet that will indicate if you need to stop at any stations, marked INCOMPLETE. You will also take your picture for both ID and yearbook (seniors will use their senior picture in the yearbook). When all is complete proceed to the check out table with your ID to receive your parking pass and clearance card to move into your residence hall. **REMINDER: IMSA ID MUST BE WORN AT ALL TIMES.**

FINALLY - You will then get back into your vehicle and drive to the east parking lot where you will turn in your parking pass. Security will direct you to parking to move in. **DON'T FORGET YOUR CLEARANCE CARD**, your clearance card is needed when you go into your hall to receive your room keys and FOB. **ONLY ONE PARENT CAN GO INTO THE HALL WITH THE STUDENT DURING MOVE IN.**



Housing will be finalized and posted after the EXCEL program is complete. Thank you for your patience as we work through making adjustments. If you have any questions please email Erin Ryan, eryan@imsa.edu.

ANNUAL STUDENT FEES



All student fee payments are made through the MySchoolBucks link which can be accessed through the parent/guardian [PowerSchool](#) account. You will receive an email notifying you when the invoice is posted to your account.

Invoices will be available on July 1. Full or partial payment is due on or before August 1. Fees must be paid in full, or families can select an installment payment plan. If you choose the payment plan option, a one-time, non-refundable \$50 fee is also due on or before August 1. In addition, families will be required to submit the 2023-2024 financial

responsibility agreement to the Office of Business and Financial Services. If the fees are paid in full by August 1, the \$50 payment plan fee does not apply.

Families electing to apply for a fee reduction should submit applications by July 15. More student fee information, including the National School Programs Application, can be found [here](#).

HEALTH OFFICE

Parents of Seniors (Class of 2024)

Proof of one dose of a [meningitis vaccine](#) is required for the 12th grade. This dose must be administered *on or after the student's 16th birthday*. Your child may have had this dose already so please check with your medical provider. All documentation is due to the Health Office by August 1, 2023

Please check PowerSchool to see if your student has completed this requirement. If the documentation is missing, PowerSchool will be marked incomplete. Once we receive the documentation, we will change this to complete.

Your student will not be allowed to move onto campus without completing these requirements.

Note - *Meningitis B vaccine is not required for high school but may be required for college. This vaccine is not the same as the required Meningitis vaccine.*

Parents of Juniors (Class of 2025)

Please check PowerSchool forms to ensure that you have completed all health form requirements. If your forms are marked as incomplete, you have been notified via email of what is needed to complete the records. Completed forms need to be turned in to the health office by August 1, 2023. **Your student will not be allowed to move onto campus without completing these requirements.**

Parents of Athletes (Juniors and Seniors)

A sports physical is required for all IHSA sporting events. [IHSA pre-participation physicals](#) are valid for 13 months. This must be on file and valid at the start of the athletic season. Physical may be uploaded into PowerSchool forms or may be emailed to nurse@imsa.edu.

Parents of Sophomores (Class of 2026)

A certificate of [Child Health Health Examination form](#) is due by August 1, 2023. The physical date must be on or after May 1, 2023.

REMEMBER to complete the top 1/3 of the second page. This is the health history section and includes allergies, medications, yes/no health questions, a signature, and the date. If this is not complete, the form will be returned to you. Please check PowerSchool forms to verify that the records have been received and are complete. We will update PowerSchool once a week on Friday starting July 14, 2023. If the forms in PowerSchool are marked as "incomplete", you will receive an email with what needs to be completed. Your student will not be allowed to move onto campus without completing these requirements. This physical is valid for IHSA sporting activities if the doctor indicates this at the bottom of the form. A sports form is not required.

Medications

Due to the increased usage of over-the-counter vitamins, herbs, and supplements being used by students on campus, all prescription and non-prescription medications will need to be turned into the health office at move-in to be recorded so we can assure that there are not any medication interactions. The Health Office will determine if the student will be allowed to keep the medication in their room or if it will need to be kept in the Health Office. Any medications (prescription and non-prescription) kept in the student's rooms will need to be approved and marked by the Health Office. Unauthorized medication found in a room will be referred for disciplinary action.

All prescription medications held in the Health Office will require a physician's authorization. The form will be available on the IMSA website as well as linked [here](#). We ask that you use a [pill packet prescription service](#) if possible, or bring 3 empty, *labeled* bottles from the pharmacy for each prescription medication. There is no charge for these empty bottles if you let the pharmacy know it is for a residential school to send weekend and evening doses to the residence halls.

Oral contraceptive pills, short-term antibiotics, antihistamines, over-the-counter medications, vitamins, herbal supplements, eye or ear drops, insulin, and emergency medications (epinephrine, albuterol, glucagon, diastat, etc.) are examples of medications that a student may keep in their room after they are recorded in the student's health record in the Health Office. All other prescription medications will need to be stored and administered in the Health Office.

Please limit all over-the-counter medications in a student's room to a bottle with no more than 50 tabs/caps.

Please pack all prescription and over-the-counter medication on the top of the bags and bring it to the check-in table on your move-in date. You will meet with the nurse before going to the residence hall.

Please use a permanent marker to write the student's name on the side of the inhalers. Putting a clear piece of tape

over the writing will ensure that the name stays on the inhaler. We find many of them laying around the building and halls that are not labeled.

Other forms to be used ONLY if it applies to your student:

[Asthma Action Plan](#)(correct form attached below)- if your student has asthma and uses an inhaler on a daily or frequent basis.

[Food Allergy Emergency Plan Form](#) - if your student has a food allergy that requires Benadryl or an Epi-pen.

[Seizure Plan](#) - Any student with a medical diagnosis of seizures or epilepsy

[Diabetic Plan](#) - Any student who has a medical diagnosis of diabetes.

[Headache Plan](#) - Any student with a medical diagnosis of migraines. The plan is written by the physician according to the individual's needs.

Please reach out to the Health Office at 630-907-5008 or email - nurse@imsa.edu with any questions.

SERVICE LEARNING UPDATES

Please be vigilant in logging your service learning hour as you complete them throughout the summer. Set a goal for yourself to have no pending coordinator approval prior to arriving at IMSA. As always, the residence counselor staff will begin to work through their approval process as they can, however, please offer some grace as they also reacclimate to the community!

Class of 26: Helper Helper will be available to you when you move in. Several sessions will highlight how to use this service learning hour tracker and the expectations for you in regard to the 200-hour graduation requirement during Welcome Week, so come prepared to log the hours you have completed, with contact information for hour approval. Just a quick reminder that any hours you earn after July 1st, 2023 will count towards your graduation requirement.

IMSA ATHLETICS

We are seeking individuals for the following open athletic positions:

Assistant Coach - Boys Soccer (Fall 2023)
Assistant Coach - Girls Soccer (Spring 2024)
Assistant Coach - Boys Swimming (Winter 2024)
Assistant Coach - Girls Tennis (Fall 2023)
Assistant Coach - Boys Tennis (Spring 2024)
Head Coach - Girls & Boys Volleyball (Fall 2023 & Spring 2024)
Head Coach - Girls Badminton (Spring 2024)
Assistant Coach - Girls Badminton (Spring 2024)



Open Co-Curricular positions:

Future Business Leaders of America (FBLA) - Sponsor
Solo/Ensemble/Little Ten Conference: Choir - Sponsor
Debate Team - Sponsor

Any questions or interest, please contact Chris Moment - Coordinator of Athletics & Co-Curriculars via email @ cmoment@imsa.edu

CAMPUS SAFETY AND SECURITY

Welcome to the new school year. Campus Safety and Security Operations would like share a few reminders:

- Parents who took their photo at orientation will be able to pick up their parent I.D. on move in day. Parents may stop by Security to request their Parent I.D. when present on campus dealing with school business or other times when announced.
- During the school year and after students move in, the access road will not be accessible to parents Monday through Friday 6:00 a.m. to 4:30 p.m. On Friday and Sunday evenings from 4:30 p.m. to 10:30 p.m. the access gate will be locked in the open position for students going home for the weekend and returning

Sunday evenings. On Saturday mornings, parents will be allowed to enter the access road at 10:00 a.m.



Parent Association
Council (PAC)
IMSAPAC.ORG

PAC WEBSITE: Type in www.imsapac.org on your browser and use the navigation menu or search tool to surf our site. We offer a comprehensive calendar of events, an IMSA email repository and PAC updates.

Note: www.imsapac.org is run and updated by parent/guardian volunteers in the PAC. Make sure to visit www.imsa.edu for official announcements and information from IMSA.

**** Click the event on the [PAC website](http://www.imsapac.org) calendar to add or sync any scheduled event to your personal calendar. ****



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