

## Schedule Pick Up

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We will be mailing student schedules next week. Enclosed with your child's schedule will be a list of fees, the bell schedule and a map of our school. The supply lists are posted on our school website at [www.spanishfortmiddle.com](http://www.spanishfortmiddle.com). Please review these fees as there have been some changes. All fees must be paid before schedules are finalized. Fees can be paid online or can be mailed to the school. We strongly encourage using the online payment portal. **The online convenience fees have been waived for this year.** Please use the following link, <http://baldwincoal.sciipay.com>, or visit our school's home page at [www.spanishfortmiddle.com](http://www.spanishfortmiddle.com) and look under "Resources" at the bottom of the page for a *Pay Fees Online* link. If you decide to pay using a check, please include your child's first and last name and a phone number. Checks should be mailed to:

SFMS  
ATTN: Bookkeeper  
33899 Jimmy Faulkner Drive  
Spanish Fort, AL 36527

If you have already paid all of your fees, then you may have overpaid. Unfortunately, when the payment option was available we were unsure as to the status of lockers and PE uniforms at our school. We will not have lockers this year so we will not be charging a locker fee. That fee is used to reset the locker combinations for the following year. We also aren't dressing out in PE so PE uniforms are not required. Please be patient regarding refunds. It does take time but we are working diligently to return your money to you as fast as we can. If you have any questions regarding refunds, please reach out to us as soon as possible.

- **Orientation and Open House**

- Due to the current pandemic situation, we will not be hosting an in-person 6<sup>th</sup> grade orientation this year, nor will we have a traditional open house. This is subject to change.
- Enclosed with the schedule is a map of the school. There is also a virtual tour that can be accessed through our website under the Parent Information tab. Please have your child take the time to become familiar with this map in order to make it easier to find classes on the first day of school. As always, we will assist our students during the first few days of school.

- **Registration and Snap Codes**

- If you have not yet registered your child for the 2020-21 school year, please go online and do this immediately. This must also be done prior to receiving a schedule.
- Snap Codes to begin the registration process were mailed out with report cards at the end of the school year. If you do not have your Snap Code, please contact our registrar, Mrs. Teri Fisher, at [tfisher@bcbe.org](mailto:tfisher@bcbe.org).

- **Yearbooks**
  - For those who have not yet picked up their 2019-20 yearbook, we will distribute those to our 7<sup>th</sup> and 8<sup>th</sup> grade students on the first day of school.
  
- **Virtual School**
  - If you decide to enroll in the virtual school for the 2020-21 school year, you will need to withdraw your child from SFMS and then enroll in the BCVS. The option to enroll was available. As of today, registration in the virtual is closed. Families still have that option until September 7. Please remember, the process is different now. Again, you will have to withdraw your child from our school and enroll him/her in the Baldwin County Virtual School.
  
- **Important Contact Information**
  - The following is list of contacts at SFMS. Feel free to reach out to the appropriate person regarding any questions or concerns you may have. This is a very fluid situation. We will continue to keep you informed with up-to-date information as best we can.

6 <sup>th</sup> & 7 <sup>th</sup> Grade Counselor	Lewanna Goodrich	<a href="mailto:lgoodrich@bcbe.org">lgoodrich@bcbe.org</a>
7 <sup>th</sup> & 8 <sup>th</sup> Grade Counselor	Nigia Bolton	<a href="mailto:nbolton@bcbe.org">nbolton@bcbe.org</a>
6 <sup>th</sup> Grade Administrator	Leslie Wheeler	<a href="mailto:lwheeler@bcbe.org">lwheeler@bcbe.org</a>
7 <sup>th</sup> Grade Administrator	Jacquie DePalma	<a href="mailto:jdepalma@bcbe.org">jdepalma@bcbe.org</a>
8 <sup>th</sup> Grade Administrator	Jon Fillingim	<a href="mailto:jfillingim@bcbe.org">jfillingim@bcbe.org</a>
Principal	Oliver Sinclair	<a href="mailto:osinclair@bcbe.org">osinclair@bcbe.org</a>
Bookkeeper	Brandy Lanier	<a href="mailto:blanier@bcbe.org">blanier@bcbe.org</a>
Registrar	Teri Fisher	<a href="mailto:tfisher@bcbe.org">tfisher@bcbe.org</a>

There will be more information regarding the start of school. As you know, things are changing on a day-to-day basis. Although I want to make sure you receive the most up-to-date information we can give as soon as possible, I also want to avoid releasing information and then having to constantly revise it. So, thank you in advance for your patience. Please stay information-ready for future updates and remember that our goal is not to flood you with information that may not be concrete and could potentially change on a moment's notice but also keep you as well-informed as we can.

Transportation information will be available soon. I plan on sending you bus numbers, names, drop off and pick up times as soon as they are finalized. This, too, is a work in progress.

Finally, many parents have contacted me recently wanting information on what SFMS is doing to help combat the spread of COVID 19. As you all know, there is no full-proof plan. However, I intend to share with you all the things we are doing to reduce the potential for any outbreak. That is soon to follow this message.

Stay safe. Stay well. Enjoy the rest of your summer. GO TOROS!

Sincerely,

Oliver Sinclair