La Paz Intermediate School
Leopard Run Procedures

**Step 1 - Form Collection**
REQUIRED FORMS-Bring the following forms completed and signed to Leopard Run:
A **parent must sign ALL forms** or the student will be turned away from the process.

**MANDATORY FORMS** (all available on our website)
- Welcome La Paz Intermediate Families Letter (mailed in mid-July) or two proofs of residence showing the parent/guardian as the primary resident: gas, water, or electric
- Technology Usage Agreement-print & sign
- Annual Notification to Parents-print & sign
- Data Confirmation-print & sign
- ASB Order Form-filled out and cash or check to La Paz Intermediate ASB
- La Paz Participation Form

**OPTIONAL FORMS**
- McKinney Vento form (if applicable)
- STPO membership form
- Homework Club
- Lunch Application
- Photo Form
- Class Supply List
- Volleyball

**Step 2 - Take Photos**
*School Dress Code will be strictly enforced for school pictures/ID cards
- Photo packets will be available at the door for orders
- Students will need a photo for their ID (Cash or check made out to Life Touch)

**Step 3 - STPO**
- Sign up for membership with our STPO, cash or checks made out to La Paz STPO

**Step 4 - ASB Purchases**
- Purchase your PE Clothes, Student Planner, Yearbook (optional), Disaster fund donation (optional). Cash or Checks made out to La Paz Intermediate ASB. See Student Purchases Form online.

**Step 5 - Planner**
- All Students will receive their daily planner (this is used all year long and an important part of the Leopard experience).
Step 6 – PE Clothes
☐ Students will receive their PE Clothes and have their names written on them at this station. Please make sure the clothes will fit. **Once the names have been written on the clothes, they cannot be refunded or returned.**

Step 7 – Pick up ID Card
☐ Students will receive their ID card, this card is to be with them at all times throughout the school year.

Step 8 – Pick up schedules in the MPR
☐ Students will leave the gym upon receiving their ID and go to the MPR where they can visit various club/community booths. Students can pick up their Student Locator. It is important to understand this is NOT their class schedule. It is a list of the classes your student will be in, it is not in any particular order, does not list their teachers. The first day of school, your student will find their ID number on a list printed in the quad. This list will direct them to their Period 1 teacher who will give them their class schedule.

Step 9 – Book Pick Up
☐ Students will go to the library (with their ID card) and pick up their set of books to keep at home for the school year. Books are also available in each classroom, so students set can stay at home.