

Express Pass

2022-2023 STUDENT OPEN HOUSE REGISTRATION

AVAILABLE JULY 16!

COMPLETE OPEN HOUSE FORMS, SIGN UP FOR AN APPOINTMENT TIME, AND PAY SCHOOL FEES ONLINE

Beginning July 16, 2022, required Open House forms, school contributions and PTA forms will be available online. If you have more than one student at Craig, you will need to complete the forms for each student separately. (Please see reverse side for additional information.) In addition, class lists will be posted on July 24, 2022.

Step 1:

- Go to www.craiges.org.
- Click on the link to MyPaymentsPlus.
- Read and sign off on **required** GCPS release forms/waivers regarding attendance and student information protocols.
- Pay student fees/contributions.
- Purchase window cling for car rider number if you do not already have one. You will have the same car rider number the entire time you are at Craig Elementary.
- Write your MyPaymentsPlus confirmation number on your **YELLOW CONFIRMATION TICKET**.

Step 2:

- Visit craigpta.com - sign up for the email list to be notified of activities and volunteer opportunities.
- At craigpta.com - pay for Colt Class Pack, get your PTA membership, order spirit wear.
- Write your PTA invoice number on your **YELLOW CONFIRMATION TICKET**.

Step 3:

- Go to www.craiges.org on **July 24, 2022**.
- Click on the "Open House Sign Up" link to access PTCfast.
- Sign up for an appointment time for each child.
- Write your PTCfast appointment time on your **YELLOW CONFIRMATION TICKET**.

Step 4:

- Attend Open House Day – Thursday, July 28, 2022** at your appropriate appointment time. You will need one appointment for each child.
- Bring your **YELLOW CONFIRMATION TICKET** with your MyPaymentsPlus confirmation number, PTA invoice number, and PTCfast confirmation number.
- Class lists will be posted on the windows of the front lobby. (Starting July 24, 2022)
- Visit PTA at the tables in the cafeteria.
- If you need to pick up your car rider cling, see Mrs. Wilson at the front desk.
- Meet the Teacher – Give the teacher your **YELLOW CONFIRMATION TICKET**. You will receive: Craig ES Yellow Open House Folder and additional information from the teacher.

QUESTIONS AND ANSWERS

What if I have completed everything online?

Go to the cafeteria to visit the PTA tables and stop by Mrs. Wilson's desk to pick up your car rider cling. Afterwards, you will go meet your teacher. While you are meeting the teacher, show him/her your YELLOW CONFIRMATION TICKET.

What if I did not go online before coming to Open House?

You will be directed to complete all of the online forms at home prior to coming to school. After you complete your forms, you will go to the cafeteria to visit PTA and then visit Mrs. Wilson's desk to pick up your car rider cling. Afterwards, you will go meet your teacher. While you are meeting the teacher, show him/her your YELLOW CONFIRMATION TICKET.

What if I have completed everything online and forgot to bring my YELLOW CONFIRMATION TICKET?

Go to the HELP DESK located in the Media Center for assistance. Then go to the cafeteria to visit PTA tables followed by a visit to Mrs. Wilson's desk to pick up your car rider cling. Afterwards, you will go meet your teacher. While you are meeting the teacher, show him/her your YELLOW CONFIRMATION TICKET.

Do I need to go online?

Everyone needs to go online and follow directions on the website.

What is MyPaymentsPlus?

MyPaymentsPlus provides an easy-to-use, efficient way to make payments quickly and securely anytime using a simple Internet connection. You can view/print required documents and make fee/contribution payments prior to Open House.

How do I sign up for a MyPaymentsPlus Account?

- If you already have a MyPaymentsPlus account – simply log in by entering your Username and Password.
- If you do not have a MyPaymentsPlus account – Select “Register for a Free Account”. Use your child's student ID number to complete registration.

What if I do not have a student ID number?

Student ID numbers can be located on the Parent Portal and the report card. Parents who have enrolled their child for Kindergarten will be able to see their child's student ID number on the parent portal.

What is the car rider procedure for 2022-2023?

- Sign up for Family Car Rider Numbers on MyPaymentsPlus if you do not already have a car rider cling with your number.
- You will get two clings for \$2.00 from Mrs. Wilson. Additional clings can be purchased for \$1.00 each.
- Clings must be displayed on the upper passenger side of your windshield.
- You will be assigned one number per family, not per student. Your family will have the same car rider number the entire time your children attend Craig Elementary.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE OFFICE AT 770-978-5560.