**July 16th, 2025: Message from the Executive Director**

Dear RMSEL Community,

We are extremely excited to welcome you to the 2025-2026 school year and want to share a few pieces of critical information that will help you and your child(ren) successfully navigate the start of the school year.

If you have not already completed the FULL 2-Step [Registration](#sj1lnnn1ra4v) Process, including submitting all medical forms, fieldwork payment, and completing the online process, please read the information below. We are extending our registration deadline to EOD 7/29/25 to provide families an opportunity to attend our in-person registration. If you have moved or changed email addresses or phone numbers, please share this information with Natalie so that it can be updated in Infinite Campus. Students must be fully enrolled and registered in order to attend school.

It is important to note that students *may not* attend any school excursions, including fieldwork, 6th grade crew camp, and fall crew trips, unless all student medications have been submitted to the school and the student’s physical is up-to-date. We are currently accepting student medications at the RMSEL front office between 8am and 3pm Monday through Friday.

In the upcoming weeks, please be on the lookout for the following information:

* The first weekly Field Notes (RMSEL’s weekly school communication that contains important information and dates)
* Your students’ crew leader assignment
* School-level systems and structures (RMSEL’s version of a student handbook)
* A message from our Parent-Teacher-Student-Organization, the Parent Teacher Student Crew (PTSC), regarding details about our Back-to-School events\* (RMSEL Carnival, Community Clean Up, Ask a Crew Parent), volunteer opportunities, and fundraising priorities

\*Check out our website [calendar](https://www.rmsel.org/Calendar/) for dates and times of these events

Just a reminder, the summer letters and fall crew trip packing lists are posted on our [website](https://www.rmsel.org/Parents/Summer-Letters--Supply-Lists/index.html) should you need to review them prior to the start of the school year.

In crew,

Tiffany Almon (she, her, hers, and [why they matter](https://www.nea.org/nea-today/all-news-articles/why-pronouns-matter))

Executive Director, RMSEL

**Registration Information**

**Key Dates**

* In-Person Registration hosted at RMSEL: Monday, July 28 & Tuesday, July 29 from 8:00 AM - 2:30 PM (meet staff, turn in forms, and ask questions.) Staff will review forms for completeness and accuracy.
* We have extended the final registration deadline to host the July 28 & 29 in-person registration (you must meet the July 28 or 29 deadline to attend the fall crew trip).

**2-Step Registration Process**

1. Complete Online Registration (opened April 21 at 9:00 AM).
* You can click this [link](https://rmselapplication.schoolmint.com/log) to access the registration site. RMSEL’s system is separate from DPS so please use ours and not the DPS system.
1. Find these forms on the RMSEL website under ‘*Parents* *Tab’* then ‘*Forms for Parents*’:
* Medical History & Physical Exam (all students)
* Allergy & Anaphylaxis Emergency Care Plan, Medical Orders & Self-Carry Care Plan (if applicable)
* Permission to Participate / Risk Acknowledgement (all students)

**Payment Information**

* **Pay in-person only** by check (preferred), cash (exact amount), or credit card (3.5% fee will be incurred).
* If you prefer to pay the annual fees in full at registration, please remember that you have already paid a $300 deposit to hold your child’s spot, which is applied to their annual fees, and is calculated accordingly.

**Login Information**

We are using a new registration platform this year:

* + All current families coming back for the 2025-26 school year must create a new account.
	+ If you applied for the 2025-26 school year through the lottery, use the same login information from your application.
	+ Follow the prompts on the site.

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**Questions?**

* If you have questions about the online registration process or encounter any problems trying to complete online registration, please contact me via email as soon as possible. I have tried to think of everything that needed to be covered in this email, but realize I may have inadvertently not addressed something that will pose a question for parents.

Thank you,

Natalie Newton

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