



P.O. Box 141146 — Spokane, WA 99214
2303 S Bowdish Rd — Spokane Valley, WA 99206
509-536-5955 — www.theoakscca.org

Administration

Charlie Dowers
Head of School
charlie.dowers@theoakscca.org

Kenneth V. Trotter
Logic & Rhetoric School Dean
ken.trotter@theoakscca.org

Corey McEachran
Grammar School Dean
corey.mceachran@theoakscca.org

INSTRUCTIONS FOR SUBMITTING FORMS AND UPDATING CONTACT INFORMATION

All 2021-22 forms should be submitted and contact information updated by Friday, June 4th

**Please note that 4th quarter report cards will be withheld if we have not received your child's completed forms*

With the expansion of Jupiter's functionality all The Oaks' yearly forms can be completed through the Jupiter parent portal. We are excited to offer this feature and are hopeful that it will be a blessing as you complete the forms this year and going forward. As with any new technology, we know that there will be a learning curve for all of us. Please feel free to contact me if you have questions or need assistance. Your feedback is helpful for us to know where issues may arise and how to improve our systems for you and others now and in the future.

Please complete the following through Jupiter by Friday, June 4th.

1. Medical Release Waiver (K–12th) —

- Located under "Forms" in the 2021-22 school year within the Jupiter parent portal
- Each child will need a completed form for the upcoming school year, so parents will need to toggle between their children's accounts and complete this form for each child individually. The Oaks is required to have a new form on file for each student every school year. A learning curve and extra time may occur this year, but because this is now a yearly form in Jupiter, completing these forms in the future should merely be a matter of updating the form, saving you time going forward.

2. Corporal Discipline Form (K–5th only) —

- Located under "Forms" in the 2021-22 school year within the Jupiter parent portal
- All students in grade K–5th for the coming year will need this form completed and digitally signed by all parents.

3. Pictures Release (K–12th) —

- Located under "Forms" in the 2021-22 school year within the Jupiter parent portal
- All families will need to complete and digitally sign this form. Parents only need to complete this form in one of their child's accounts and it will copy to all of their children.

4. Contact Information (K–12th) —

- Located under "Settings" within the Jupiter parent portal
- Please review all of your contact information and make any necessary edits. This includes checking that we have current contact information for all parents and emergency contacts, as well as up-to-date church and employment information.

And that's it! We hope these instructions are clear and helpful. We hope that these adjustments are a blessing to your family and will help us to serve you better going forward. Please let us know if we can assist you in anyway as you complete these items.

Blessings,
Anya Schnell
Registrar / Admissions Officer

"They will be called oaks of righteousness, a planting of the Lord for the display of His splendor." Isaiah 61:3