

Instructions for School Club Sign-up

Note: Various clubs are offered at the Middle School Grade levels, while only Student Council and Newspaper Club are offered for grades 3-5. A student can join up to five clubs provided that the club meeting schedules do not conflict. To join the Student Council Club there are a few prerequisites that are listed on the school's website.

When and if your child decides to join school clubs, the following are instructions for signing up on the Parent Portal.

1. Login to the Parent Portal
2. In the left hand menu of options click on the "Howell Police Athletic League Waiver" option. Read it thoroughly. You can print it, if you wish.
3. When you are finished close the document.
4. In the left hand menu of options click on the "School Club Sign-up" option.
5. Check off the boxes to the right of the club name for which your student wishes to participate.
6. Check the box to the right of Club Permission and Police Athletic League Participant Waiver Acceptance statement to acknowledge that you give you child permission to participate in the club activities selected and that you have fully read and accept the terms of the Howell Police Athletic League Participant Waiver.
7. Click Submit at the bottom of the screen.

The screenshot shows the Parent Portal interface. On the left is a navigation menu with items: Historical Grades, Class Registration, Account Preferences, My Schedule, IEP Progress Report, Bus Information, School Club Sign-up, Howell Police Athletic League Participant Waiver, Assessment Portfolio, and MySchoolBooks. Red arrows point from the menu to the main content area. The main content area is titled "School Clubs" and contains the following sections:

- Clubs Available to All Schools:** Newspaper Club, Student Council Club.
- Clubs Available to Middle Schools Only:** Art Club, Chorus Club, Computer Club, Cooking Club, Literacy Art Journal, Peer Tutoring Club, Photography Club, Technology Student Association Club, Yearbook Club, Eco-Action Club, Peer Mentoring Club.
- Club Permission and Police Athletic League Participant Waiver Acceptance:** A checkbox and a text box containing the waiver terms.

Red annotations include:

- A red box around the "School Club Sign-up" menu item with the text: "Click on the School Club Sign-up option to join a club."
- A red box around the "Howell Police Athletic League Participant Waiver" menu item with the text: "Read the Howell Police Athletic League Participant Waiver before selecting any clubs."
- A red box around the "School Clubs" content area with the text: "check off the boxes for which clubs you wish to join".
- A red arrow pointing to the "Submit" button with the text: "Click the submit button once you have selected all the clubs you wish to join and acknowledged the Club Permission and Participant Waiver".