



MEMORANDUM

To: Board of Education and Administration
From: Rob Grossi
Date: April 8, 2021
Re: Temporary Summer Help for Student Registration

The Administration would like to request that the District hire four (4) temporary part-time positions to work 20-25 hours per week from July 12th through August 7th. The duties will include meeting with parents of new and kindergarten students to start the registration process for the 21-22 school year, reviewing and approving submitted registrations & documents for new and returning students, contacting parents when additional information is needed, answering registration questions from parents via phone/email, and processing student records requests for new students as well as students leaving D97.

It is estimated that the total cost for this request will be \$8,000. I would like to present, and we would like the Board of Education to consider approving this request at the May 25, 2021 meeting.

If you have any questions or desire any additional information or clarity, please contact Dr. Wernet and I will respond accordingly.