

# EL DORADO HIGH SCHOOL 2023-2024 REGISTRATION LETTER



El Dorado Parents and Guardians,

Registration for the **2023-2024** school-year is fast approaching. We would like to take this opportunity to remind you about payment options and procedures for the Finance Office should you wish to purchase any items.

## **OPTION 1—PAY ONLINE (PRINT RECEIPT—PLEASE BRING WITH YOU ON REGISTRATION DAY)**

**THE WEBSTORE WILL BE OPEN AS OF JULY 7.** Simply go to [www.edhs.org](http://www.edhs.org), then click on the **HAWKS PRO STORE** link and purchase your items. (There is a transaction fee). **Don't forget to print out your transaction receipt and bring it with you on your assigned Registration Day. THIS ALLOWS YOU TO SKIP STATION 2 - Finance Line, Proceed directly to Station 3 - ID Cards.**

## **OPTION 2—EXPRESS MAIL-IN PAYMENT (checks only-NO CASH)**

This option allows you to purchase items through mail by filling out the attached order sheet. INCLUDE **ONLY** THE FOLLOWING FORMS IN AN ENVELOPE POSTMARKED BY **AUGUST 9TH**.

1. The attached order form and check made payable to **EL DORADO HIGH SCHOOL**. Please do not staple your check to your order form. We only accept checks through the mail.
2. **Please print your student's name on both the check and the order form (1 form per student)**. Please list a current phone number on your check in the event we need to contact you.
3. Mail you completed finance registration form (**and only the Finance Form and check**) to:

El Dorado High School/Finance Office  
1651 N. Valencia Avenue  
Placentia, CA 92870

4. **DO NOT MAIL ANY OTHER FORMS WITH YOUR ORDER FORM.** Doing so may hold up the registration process on your student's assigned date.
5. On your designated registration day, begin at Station 1-Forms. Inform volunteers that you need to pick up your **Express Mail-in receipt** and they will direct you from there. **Skip the line for Station 2.** Proceed directly to Station 3 - ID Cards.

## **OPTION 3—PAY ON YOUR ASSIGNED REGISTRATION DAY IN PERSON AT EDHS AUGUST 15-18**

1. Fill out the attached finance registration order form **and bring it with you** on your registration day.
2. After checking in at Station 1, proceed to Station 2 - Finance with your form completely filled out and your method of payment. **We will accept cash, checks made out to EDHS/El Dorado High School, or credit cards (All credit card transactions in person will be charged an additional \$2.00 for a convenience fee) at the Finance Office window. THIS IS THE LONGEST LINE-AVOID BY USING OPTION 1 OR 2**

**Parking permits will be sold on Senior and Junior registration days ONLY. Please provide current proof of driver's license, current school ID card, and license plate number. Students can also buy permits during the year with current proof of driver's license as space permits. The cost for Permits is \$20.00. Cash or checks payable to EDHS.**

Thank you in advance. We hope the **mail in payment/online option** makes your Registration process easier and faster. We look forward to seeing you and your student in August. If you are unable to attend as scheduled, please come to the **make-up day on Monday, August 21, 2023.**

Sincerely,  
EDHS Finance Office