



# CHRIST'S LEGACY ACADEMY

*A Christ-Centered Classical School*

## New Parent Checklist

- ⇒ **Website Password** – The CLA website is password protected for certain information. The password to access this information, when prompted, is *cla* (all lower case).
- ⇒ **Sign Up for RenWeb** – RenWeb is our on line tool for communicating school and academic information. Your instructions for signing up can be found at <https://cl-tn.client.renweb.com/pw/> .
- ⇒ **Sign Up for Text Messaging** – Our text messaging system is used for communicating “special events” such as school closings. Your instructions for signing up can be found at <http://www.christslegacyacademy.org/quick-links/parent-info/text-messaging-sign-up/> .
- ⇒ **Ordering Hot School Lunches** – Please order lunches by Friday at 9:00am for the day/week of your choice. Your instructions for ordering can be found at <http://www.christslegacyacademy.org/quick-links/students/express-lunch-order-form/student-calendar/> .
- ⇒ **Contact your student(s) homeroom teacher** – After your student(s) have been at CLA for a few days, you will likely have a few questions. We suggest you schedule a meeting with your child’s homeroom teacher. Contact information for the teacher can be found on your RenWeb Parent’s Portal under School Information>Directory (simply “click” the teachers name). During your meeting, the teacher can cover important routines such as the “communicator” (a parent feedback device used at CLA), servant parents you can contact, and other school information.
- ⇒ **Absenteeism** – If your student will be absent, please call the school office by 9:00am at 423-649-0040.
- ⇒ **Student Drop off** – Student drop-off is 7:35am – 7:50am.
- ⇒ **Student Pick Up** – If you need to pick up your child during the school day, please come to the school office to sign your student out.
- ⇒ **Student Dismissal** – Student pick up is: **K-2<sup>nd</sup>: 2:25pm** and **3<sup>rd</sup> – 12<sup>th</sup>: 2:40pm**.
- ⇒ **School Supplies** – For a complete list of your student(s) class supply list please visit <http://www.christslegacyacademy.org/school-supply-lists/> .
- ⇒ **Uniforms** - Red shirts must be worn to all chapel services, public services, or field trips and these must be purchased from Land’s End. All student s must have a dress uniform which consists of the red polo and chino khaki pants. For all the uniform requirements please refer to the Parent/Student Handbook page 43. The handbook can be found at <http://www.christslegacyacademy.org/quick-links/students/uniforms/> .
- ⇒ Please call the school office at 423-649-0040 anytime you have a question. Our mission is to serve your family!