

Lockport School District 91 Registration Procedures for School Year 2018-2019

In order for the District 91 administration to plan for staffing requirements for next school year, please register your child or children **by May 31st** if you know your child/children will be returning to District 91 schools. This also enables you to take advantage of lower registration fees. **All returning students must be registered no later than July 5th to be included on a class list.** If your child/children will not be returning to Milne/Kelvin Grove for the fall, please complete the info in the box on page 2 of this form and return to school as soon as possible or contact Mrs. Krumlinde at ext 1104 or via email at lkrumlinde@d91.net.

For all returning families, the following items are required to register:

1. Complete the online Registration/Emergency information for each child.
2. Parent or guardian photo ID, driver's license or passport
3. All current Residency Documents are required for all families each year.
 - a) Either proof of home ownership or a current lease & proof of rent payment
 - b) 3 documents from Category B showing the service address (dated w/in 30 days) bills, DL (if shows current address), etc.
--See residency requirements page 2 for more detailed information--
4. 18-19 Fee Payment Form- please print and return to the office
5. 18-19 Signature page- please print and return to the office

Directions to register:

You can begin your registration one of two ways: either online using your parent connect sign in information (for grades 5-8 only) thru the parent connect portal (Home/Other options/Request changes to your demographic information, then verify pre-populated info and enter info where blank), or online via the link on our website www.d91.net **Please be sure to register between March 31st through May 31st.** Look for the link "Registration for 18-19"

- Print and sign the payment page **and** the signature page.
- You can scan & submit your payment page, signature page **and** all residency documents to lkrumlinde@d91.net or send them to the school office. Payments can be made via E-pay or sent directly to the office. Checks should be made payable to District 91.
- **If you do not have online access—Please contact Mrs. Krumlinde at (815)838-0737 x1104** to set up an appointment to access the online portal at Kelvin Grove ASAP.
- If you register now and move out of the District prior to the start of school or do not provide sufficient proof of residency, your registration is null and void.

Other Important Information

- ▶ If you have children entering Kindergarten in the fall and have not yet registered them, please contact Mrs. Krumlinde immediately as kindergarten registration is already underway!
- ▶ If you have an outstanding balance on any fees, you must contact Mrs. Krumlinde. Please register now, but a plan needs to be set up for steady

payments. Invoices were mailed out in March. If you are unsure if you owe an outstanding balance, you may contact Mrs. Krumlinde. lkrumlinde@d91.net

- ▶ Please note that applying for a fee waiver is a separate process from the free and reduced lunch program. **IF YOU ARE APPLYING FOR A FEE WAIVER ON 2018-19 FEES, YOU MUST INCLUDE A COPY OF YOUR PUBLIC ASSISTANCE DOCUMENTATION (SNAP or TANF only).** If you do not receive public aid or only receive Medicaid, you must provide proof of household income documents with your fee waiver request. If you would like to apply for the National School Lunch Program (free and reduced lunches) and do not receive SNAP or TANF benefits, please indicate on the Financial form that you would like a National School Lunch application mailed to you at the beginning of August. The school is notified in August by the State of Illinois of students that will qualify for free lunches because of receiving SNAP or TANF.
- ▶ **All families are required to provide updated residency documentation each year. If you fail to provide current documents, your registration is not complete. See “Residency Requirements” in your packet.** *Please note—we do not need birth certificates each year from returning students unless we have contacted you that it is not on file!*

If you DO NOT complete your registration information online and send the required paperwork in by the end of May:

You can still complete the forms online and send in your residency documents, the signature page and the payment page by July 5th, regular registration rates will apply (\$178.00 per child). Mail forms to Kelvin Grove School, 808 Adams Street, Lockport, IL 60441, or scan and email to lkrumlinde@d91.net, regardless which school, Milne Grove or Kelvin Grove, your child/children will attend. Be sure to note “Registration” on your envelope if mailing and in the subject line if emailing! Payments can be made via E-pay or sent directly to the office. Checks should be made payable to District 91.

- ▶ **Returning children not completely registered by July 5th may not appear on a class list.**

Any questions may be directed to Mrs. Krumlinde 815 838-0737 x 1104 or lkrumlinde@d91.net

The following child/children will NOT be returning to District 91 Schools in the fall.

Student Name _____ Grade _____
Student Name _____ Grade _____
Student Name _____ Grade _____
Student Name _____ Grade _____

We have moved (or will be moving) out of District before the beginning of school

Will be attending a private/parochial school **or** Will be Homeschooling

You will be sent paperwork to withdraw/arrange for a transfer of student records.