

# D91 NEW STUDENT REGISTRATION

## Read this page first!

Registration opens on May 10, 2021 for students transferring to D91 for next year, or students returning to D91 from being homeschooled for the current year. In order to properly project staffing requirements, we are requesting prospective new students to complete registration by June 30, 2021. All Registration information and forms are available at <http://www.d91.net/>

Age Requirement: All children who are residents of District 91 and have attained the age of five (5) on or before September 1, 2021 are eligible to enroll in kindergarten, and corresponding to each subsequent grade level, unless previously approved for Early Entrance/Grade Acceleration (application period closed in late January).

All Health documents should be submitted to the appropriate School Nurse by the beginning of August. PK-Grade 3- Mrs. Gilkerson at Milne Grove; Grades 4-8- Ms. Lacasse at Kelvin Grove.

Any families that need online registration assistance, are unable to print forms from the website, or are unable to submit documents electronically should contact the D91 Registrar at [registration@d91.net](mailto:registration@d91.net)

Once we have the online data and all required registration forms and residency documents, you will receive an email notification from the District Registrar advising that your registration is complete. If you have questions about the process, please contact Mrs. Dragosh at [cdragosh@d91.net](mailto:cdragosh@d91.net) or (815)838-0737 x1177.

Please note: If you have children that will be attending LTHS and D91, you can complete the Online Registration for both Districts at the same time in the Infinite Campus Portal. Be aware that residency requirements for LTHS and D91 are slightly different, so be sure to check requirements for each District.

Registration payments can be made by sending a check made payable to District 91 to the Registrar's attention, or can be paid online via the Epay Illinois link on the D91.net homepage. Fees for 21-22 New Students are \$218.00 per student in Grades K-8.

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## Step by Step Instructions:

**\_\_Step 1- Gather all documents to upload.** If you find you are missing any of the required documents, you may SAVE your online data entries to go back in later to upload. Once you have hit the "submit" button, you are **unable to log back in** to make any changes, or to upload documents.

1. Certified/registered Birth Certificate issued by the county where child was born (not a hospital certificate)
2. Parent Photo ID
3. All Residency Documentation. See [Registration and Residency Requirements Form](#)- Residency documents required are specific to your living situation. You may also need to complete and notarize one or more of the following.
  - o [Landlord Form](#)
  - o [District Resident Form](#)

**\_\_Step 2- Enter your online data, and upload your documents, if possible, into Infinite Campus. Be sure to select the 21-22 school year**

If possible, upload your residency documents, parent ID, and student birth certificate in the online portal, and hit SUBMIT. To access the Infinite Campus online portal:

- If you have an email address for yourself- use this link:

*Preferred-* Email Link <https://lockportil.infinitecampus.org/campus/OLRLogin/lockport>

- If you do not have an email address for yourself- use this link:

Kiosk Link (No email address, or having a problem with the email link):

<https://lockportil.infinitecampus.org/campus/OLRLoginKiosk/lockport>

Note: When entering parent contact information, do not show the same email or phone number for more than one person. Also note that the Emergency Contacts section is to list persons other than a parent.

**\_\_Step 3- Print and complete the following registration paperwork to submit (along with any other documents that you did not upload into Infinite Campus) to the registrar at [registration@d91.net](mailto:registration@d91.net)**

1. [Signature Page](#)

2. Complete and obtain notarization of [Notarized Legal Custody/Affidavit of Residence Form](#). **Required of ALL new students, even if both parents are in the residing same home.** It is also the responsibility of the parent/guardian to provide any court issued documents concerning legal or residential custody of the child and to keep the school district aware of any changes in custody or Parenting Plan.

**\_\_Step 4- Print out your required Health Forms and make your appointments with health care providers to complete.** [Physical/immunizations](#), [dental](#) and [vision](#) forms. Completed forms are to be submitted to the Milne Grove Nurse, not the registrar. [Health requirements - Click to view](#) [All health forms](#)