Helpful Information for Residency Uploads in Infinite Campus

· Residency compliance will be accomplished with a technology tool this year; only families that are unverified or those living with a district resident will be required to submit proof of residency.

- If you must submit residency documents AND you wish to upload them into IC during the online application submission process, you must collect your residency documents prior to beginning the online portion. Once you hit the "Submit" button, you are unable to go back in and upload any documents.

· Documentation must be recent - either the most recent statement or within 45 days of issuance. Please submit PDF statements, screenshots not accepted.

· When uploading residency documents into Infinite Campus, it is better to scan the documents rather than taking a photo. The information needs to be clear.

· When uploading residency documents, please scan only the front page of mortgage statements, utility bills, auto insurance or homeowner insurance, bank or credit card statements. Be sure the entire page is shown in the scan. We must be able to see the date, your name(s), your address, and what it is you are uploading.

· If you have a lease, you must provide or upload all pages along with proof of your current month's rent payment. If your lease will expire prior to the beginning of the new school year, you must provide an **updated** lease and proof of your rent payment as your Category A residency document **before the start of school.**

Returning Families Only:

· If you are a returning family and have not created your username and password for the Infinite Campus Parent Portal yet, you will need your activation code. Please email **registration@d91.net** if you need your code.

· Any/all documents that you cannot upload can be copied and mailed to: **District 91 Registrar, 808 Adams St., Lockport, IL 60441 or emailed to registration@d91.net.**

· If you have any new students to add (a new incoming kindergartener or 1st grader, for example) you can do that when you get to that screen in the application. You will need to upload or provide birth certificates for new students that you add.

- See Registration Requirements on the website for important information.

· If you have already created a username and password in the Parent Portal, see the Step by Step instructions for parents.