

Lockport School District 91 Registration Procedures for School Year 2017-2018

In order for the District 91 administration to plan for staffing requirements for the next school year, you will need to register your child during the early bird registration period 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 17, 2017 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.**

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

1. Current Residency Documents are required for all families each year.
 - a) Copy of parent guardian driver's license/state ID with correct address
 - b) Either proof of home ownership or a current lease
 - c) 2 different utility bills showing the service address (dated w/in 30 days)
--See residency requirements page for more specific information--
2. Registration Fee Payment Form/Financial Assistance Request Form
3. Registration/Emergency Information—to be entered ONLINE!
4. Student Health Survey Information—to be entered ONLINE!
5. Signature page- please print and return to the office

Directions to register:

- Access and complete the online registration forms via our website at www.d91.net May 1st through May 31st. Look for the link "Register Returning Student for 17-18"
- 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 take advantage of Early Registration.**
- If you register now and move out of the District prior to the start of school, 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. 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 2017-18 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 May 31, 2017:

You can still complete the forms online and send in your residency documents, the signature page and the payment page by July 17, 2017. Regular registration rates will apply. 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.

We will conduct all in person registrations on the following date at Kelvin Grove:
July 17, 2017 9:30am-1pm and 3:30-7pm

- ▶ **Returning children not completely registered by July 17, 2017 may not appear on a class list.** Additional fees apply to late registrations.

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.