

Step by Step Instructions For Returning Families

(If you have not yet created an Infinite Campus Parent Portal Account, you must email the D91 Registrar at registration@d91.net to get an activation code, then create an account, before you are able to enter any online registration information.)

Infinite Campus Portal Login Screen:

<https://lockportil.infinitecampus.org/campus/lockport.jsp?status=login>

After logging in, you may see either of these two screens, click on the link highlighted in red to start Online Residency Verification

The screenshot shows the Infinite Campus Parent Portal interface. On the left is a dark navigation menu with the following items: Parent (with a dropdown arrow), Message Center, Today, Weekly Overview, Payments, Discussions, and More (highlighted with a red box). To the right of the menu is a 'More' section with a list of links: Address Information, Demographics, Family Information, and Meal Benefits. At the bottom of this list, the text 'ONLINE RESIDENCY VERIFICATION' is highlighted with a red box.

The screenshot shows the user profile page for a 'Student D91'. The student's name is 'Student D91' and their grade is 'Grade: 06'. Below the profile information are several menu sections: 'Student' (with links for Calendar, Responsive Schedule, and Demographics), 'Family' (with links for Household Information, Family Members, and Payments), and 'User Account' (with links for Account Settings and Notification Settings). To the right of these menus are three notification links: 'District Announcements', 'School Announcements', and 'Inbox - 0 messages'. At the bottom of the page, there is a section for 'D205 Course Description Book' with the text 'Lockport Twp HS District 205 Kelvin Grove'. The link 'ONLINE RESIDENCY VERIFICATION' is highlighted with a red box.

Read through the Online Enrollment & Residency Verification screen and ensure at the bottom all your existing students are showing up, and next school year is selected. (21-22)

If you are missing a student, please contact the registrar at registration@d91.net

If everything looks right, click 'Click here to begin'

Student Name	Grade	Included in new App?	Reason if not included	Online Registration Submitted
Student D91	07	yes	Included	

School Year

You will be prompted for an e-signature, please enter your full name and sign with your mouse.

Welcome Parent D91! Please type in your first and last name in the box below.

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

Firstname Lastname

Please sign on the line below.

First Last

Household Information

Check what Districts your students will be attending, this is used for residency requirements

▼ Districts

Check **all** districts that your students attend.

*

- Lockport Elementary D91 (Kelvin and Milne Grove)
- Lockport Township High School D205

Verify your Home Phone number

▼ Home phone

Primary Phone Number
(815)838 -0737

Verify your current address, if it has changed please check the No Longer Current box and update your address

▼ Home Address

Your address as listed in the portal

808 Adams St
Lockport, IL 60441

Select your residency type

▼ D91 Residency

Do you own, rent, or live with someone else?

We own or are buying our residence ▼

For a complete listing of residency requirements, review the following document. [Residency Requirements 21-22](#)

You can upload any documents you have on the following page, or bring the originals to the school for copies to be made

◀ Previous Next ▶

Upload any documents if you have them. If you only have paper copies, the school can make copies for you,

D91 Residency Document Upload

--If you own or rent--

Category A

Must provide one of the following:

If you are buying or own your residence:

- Mortgage Statement
- Most Recent Tax Bill
- Closing Settlement Statement
- Title or Warranty Deed
- Mortgage Payment Book (must specifically state "mortgage" and show address)

If you are renting at your address:

- Signed and dated lease along with landlord's name and phone number and proof of current payment - this form is mandatory
- Notarized Landlord Form and proof of current payment - this form is mandatory
- Notarized documents.

Category B

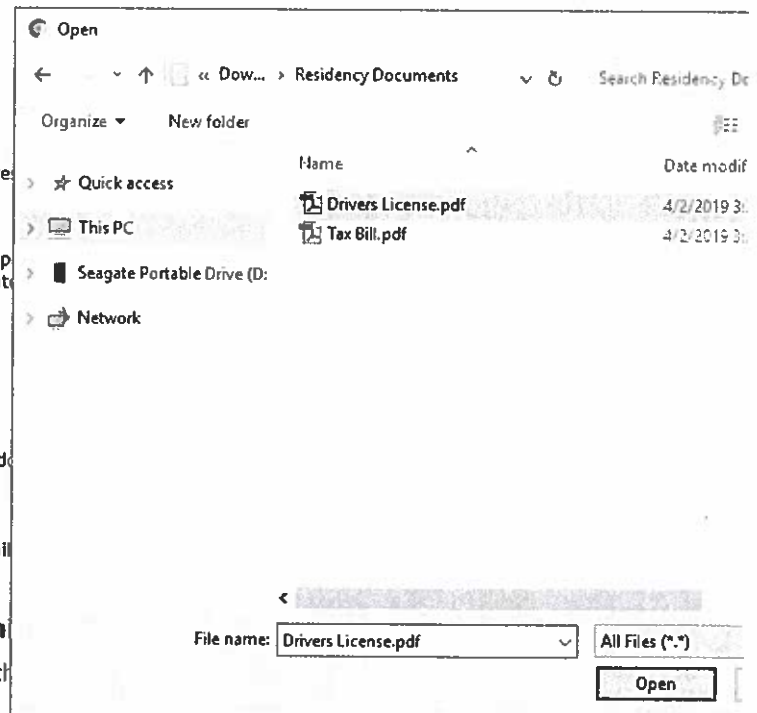
Must provide 3 (three) of the following:

- Driver's license with District address
- Utility Bills (Gas, electric, cable, phone, and/or water—must show service address)
- Vehicle Registration
- Voter Registration
- Proof of Homeowners/Auto or Renter's Insurance
- Employment check stub, banking statement, business mailing, public aid mail

--If your family is living with a District 91 resident or family member--

Please provide the following documents listed [here](#) physically to the school

We require the original copy of Notarized documents.



Category A Document

Upload

Parent/Legal Guardian Information

You must click **Edit/Review** on all Parent/Guardians and review the information we have on record for you.
If any information is missing, please enter it in.

Parents/Step-Parent/Legal Guardians

Please Note: A Parent/Legal Guardian is a person who has legal custody of the student.

Once you have added yourself, click on the blue **ADD NEW PARENT/GUARDIAN** button below to add another Parent/Guardian for this student.

First Name	Last Name	Gender	Completed	Record Type	
Parent	D91	M		Existing	Edit/Review

Yellow - Indicates that person is missing required information. Select the highlighted person and click the **EDIT/REVIEW** button.

✓ - Indicates that person is completed.

ADD NEW PARENT/LEGAL GUARDIAN

BACK

SAVE/CONTINUE

Emergency Contacts

You must enter in at least 1 emergency contact. You will be asked to provide their date of birth and address.
This is to ensure that we do not duplicate contacts in our database.

Emergency Contact

An Emergency Contact is someone other than a legal parent/guardian and must be 18 years of age or older. They must be able to produce a valid driver's license or state ID before the student is released. Student's will only be released to people listed here.

To add an additional emergency contact, click on the blue **ADD NEW EMERGENCY CONTACT** button below.

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact
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Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

The maximum number of Emergency Contacts is 3

ADD NEW EMERGENCY CONTACT

Student Information

You will have to review your existing student's information and add any new students for the coming school year

Student Information

You must review each student listed below before being able to submit the application.

If you are enrolling a new student not listed below please click on the ADD A STUDENT button below.

First Name	Last Name	Gender	Completed	Record Type
Student	D91	M		Existing

Edit/Review

Yellow - Indicates that person is missing required information. Select the highlighted person and click the EDIT/REVIEW button.

✓ - Indicates that person is completed.

Your application is not finished yet.

When all students on the list above have a checkmark in the Completed column, you will once again need to click on the SAVE/CONTINUE button below. The screen will change and a big red Submit button will appear. You must click the red Submit button to complete the process.

ADD A NEW STUDENT

BACK

SAVE/CONTINUE

Fill in any missing fields and review information for Student Demographics and Race and Ethnicity

Student Demographics

Legal First Name	Student	Gender	Male	Please select the school district your student will be attending:	Lockport Elementary D91
Legal Middle Name		Birth Date	01/01/1970	Enrollment Grade	7
Legal Last Name	D91	Birth City	Lockport	Please select the school your student will be attending: "	Kelvin Grove
Suffix		Birth State	ILLINOIS		
		Birth Country	United States of America		

Previous Next

You may need to set the Contact Sequence for each Parent/Guardian

Relationships - Parent/Guardian

Please select the relationship the people below have to the student.

Name	Relationship*	Guardian	Mailing	Portal	Messenger	Secondary Household	Contact Sequence*	For Office Use Only
Parent D91	Father	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1	<input type="checkbox"/>

Similarly you may need to set the Relationship and Contact Sequence for each Emergency Contact

Relationships - Emergency Contacts

Emergency Contact Relationship to Student

A minimum of (1) Emergency Contacts are required.

Emergency contacts must be 18 years or older and be able to provide identification when picking up the student. Emergency contacts need to be someone other than the legal parent/guardian.*

Name	Relationship*	Contact Sequence*	For Office Use Only
Emergency D91	Emergency Contact	2	<input type="checkbox"/>

Add any health conditions your student may have or select no health conditions

Student Health Services - Medical or Mental Conditions

No medical or mental health conditions

Condition*	Comments and Instructions	Remove Condition

Add Condition

If you added any conditions you may need to complete additional forms that can be found at the bottom of [this page](#)

Add any medications your student may take, or select no medications

Student Health Services - Medications

No medications

Add Medication

If you added any medications you need to complete additional forms that can be found at the bottom of [this page](#).

**Agree to Technology Use Agreements, select if you do not want your student included in Publicity
and if you want to be included in the Pesticide Application Registry
Then Enter your full name in the highlighted box**

▼ Release Agreements

Technology Agreements

I agree with the details outlined in the [STUDENT USE OF COMPUTERS AND THE INTERNET PERMISSION FORM](#), the [2014 Addendum to the Appropriate Use of Technology Policy \(Updated 5/5/16\)](#) and give the student permission to access a District user account including internet and Google Apps.

No Publicity

If, for any reason, you DO NOT want your child's name/picture included as part of publicity on our Website, Newsletters and in local news paper articles, please check the following answer box.

I do not want my student's information as part of publicity

Directory Information

Unless the district receives a written request from parents denying the release of directory information, the following directory information may be released:

- Basic identifying information - student's name, student's gender, and grade level.
- Academic awards and honors.
- Information in relation to school-sponsored activities, organizations and athletics.

Pesticide Application Registry

When we have no other choice but to use a pesticide on school grounds, the application will normally take place on a school holiday or on the weekends. Notification is normally made via Friday's weekly Connect Ed message and/or through the District's monthly newsletter.

I would like to be notified at least 48 hours prior to the use of pesticides on the school property.

A person who knowingly or willfully presents to any school district any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend any school in that district without the payment of a non-resident tuition charge shall be guilty of a Class C misdemeanor. District 91 will prosecute to the fullest extent of the law.

Please enter your full name:

**You will be returned to the Student Information home screen, review any other students,
or add a new student if needed.**

Once you have finished with Student Information, you can submit your application,

PLEASE NOTE:

- If you need to make any changes or would like to verify your entries into this application you may click the BACK button below.
- You may also download a pdf version of your application for your records by clicking on the *Application Summary PDF* link below.
- Your information is not submitted for our review until you click the Submit button below. It will take the system a few moments to transmit your application to us. Once it has transmitted the information, you will receive a notice on the next screen and a notification will be sent to your email account that your application was received.

SUBMIT

After submitting you will get a PDF summary of your application that you can print for your records

please return to <http://www.d91.net/registration.html> and review other requirements for completing your registration

Online Registration Summary

Page 1 / 1
D91, Student | 6207

Modified By:
Modified Date:
Application End Year: 2022

Submission Date: 04/23/2019
Confirmation Number: # 6207
Application Created By: Firstname Lastname

Household

Primary Phone Number

(815)838-0737

Home Address

Pulled from Database

808 Adams St
Lockport, IL 60441

Districts

Lockport Elementary D91 (Kelvin and Milne Grove): Yes
Lockport Township High School D205: No

D91 Residency

Residence type: We own or are buying our residence

Student

D91 , Student	Gender: M	DOB: 01/01/1970
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Demographics

Birth City: Lockport
Birth State: ILLINOIS
Birth Country: United States of America
Student District: Lockport Elementary D91
Enrollment Grade: 7
School: Kelvin Grove

Race Ethnicity

White
Is Hispanic/Latino: Yes
Legal Custody