



New Student Registration Instructions

To register your student, please follow these instructions. You will need an active email account to begin the registration process. Please go to www.District100.com and click on the down arrow under “Parents” and select “Enrollment & Registration”. Under New Student Registration, choose either Registration – English or Registration - Spanish. Next, click on the link “[click here to register](#)”. You will then create an account to complete the registration. Once you have completed the registration, please call 815-544-0301 to schedule your appointment. **Students are not fully registered until ALL forms and documents have been submitted.**

6 DOCUMENTS REQUIRED AT TIME OF REGISTRATION	<p>Identification = 2 Documents Required</p> <ul style="list-style-type: none"> ◆ 1—Original child’s Birth Certificate ◆ 1—Parent/Guardian Photo ID <p>Residency = 3 Documents Required</p> <ul style="list-style-type: none"> ◆ 1—Current Lease OR Current Year Property Tax Bill (Current Lease-must be dated during the school year of registration. Lease must be signed by all parties including landlord’s name and phone number.) ◆ 2—Current Utility Bills—service address and mailing address must be the same: <ul style="list-style-type: none"> ❖ Electric Bill ❖ Gas Bill ❖ Water Bill ❖ Refuse Bill <p style="text-align: right; margin-right: 50px;">} Provide 2 of these</p> <p>Medical = 1 Documents Required</p> <ul style="list-style-type: none"> ◆ State of Illinois Certificate of Child Health Examination Form (Required for PK, K, 6, 9 and any new students) 		
OPTIONAL DOCUMENTS	<p>Optional Documentation: (If applicable)</p> <ul style="list-style-type: none"> ◆ Illinois Department of Public Health Proof of School Dental Examination Form (Grade K, 2, 6 only by May 15th) ◆ State of Illinois Eye Examination Report or Waiver Form (K and any new student to Illinois) ◆ Current IEP (Special Education records) ◆ Transcripts and/or Report Cards ◆ Access and/or WAPT Scores (EL records) ◆ Any legal custody documents that pertain to the student (if applicable) 		
FEES	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Grades PK-5 — \$120 Grades 6-8 — \$145 Grades 9-12 — \$170 </td> <td style="width: 50%; border: none; vertical-align: top;"> Fees can be paid online: www.District100.com >> Click on “Make a Payment” Application for fee waivers are available on District Website </td> </tr> </table>	Grades PK-5 — \$120 Grades 6-8 — \$145 Grades 9-12 — \$170	Fees can be paid online: www.District100.com >> Click on “Make a Payment” Application for fee waivers are available on District Website
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