



# New Student Registration Instructions

To register your student, please follow the instructions below. You will need an active email account. To begin the registration process, go to [www.District100.com](http://www.District100.com) and click on "Registration." Please upload the required documents before your scheduled appointment. Once you have completed the registration, **please call 815-544-0301 to schedule your appointment.**

<b>5 DOCUMENTS REQUIRED AT TIME OF REGISTRATION</b>	<p><b>Identification = 2 Documents Required</b></p> <ul style="list-style-type: none"> <li>◆ 1—Original child's Birth Certificate</li> <li>◆ 1—Parent/Guardian Photo ID</li> </ul> <p><b>Residency = 3 Documents Required</b></p> <ul style="list-style-type: none"> <li>◆ 1—Current Lease <b>OR</b> 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.)</li> <li>◆ 2—Current Utility Bills—service address and mailing address must be the same:             <ul style="list-style-type: none"> <li>❖ Electric Bill</li> <li>❖ Gas Bill</li> <li>❖ Water Bill</li> <li>❖ Refuse Bill</li> </ul> </li> </ul> <p style="text-align: right;">} Provide 2 of these</p>		
<b>REQUIRED BY OCTOBER 15TH</b>	<p><b>Medical = 2 Documents Required by October 15<sup>th</sup></b></p> <ul style="list-style-type: none"> <li>◆ State of Illinois Certificate of Child Health Examination Form (Required for PK, K, 6, 9 and any new students by <b>October 15th or upon enrollment</b>)</li> <li>◆ State of Illinois Eye Examination Report or Waiver Form (K and any new students to Illinois by <b>October 15th</b>)</li> </ul>		
<b>OPTIONAL DOCUMENTS</b>	<p><b>Optional Documentation:</b> (If applicable)</p> <ul style="list-style-type: none"> <li>◆ Illinois Department of Public Health Proof of School Dental Examination Form (Grade K, 2, 6 only by <b>May 15th</b>)</li> <li>◆ Current IEP (Special Education records)</li> <li>◆ Transcripts and/or Report Cards</li> <li>◆ Access and/or WAPT Scores (EL records)</li> <li>◆ Any legal custody documents that pertain to the student (if applicable)</li> </ul>		
<b>FEEES</b>	<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:  <a href="http://www.District100.com">www.District100.com</a> &gt;&gt; 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: <a href="http://www.District100.com">www.District100.com</a> >> Click on "Make a Payment" Application for fee waivers are available on District Website
Grades PK-5 — \$120 Grades 6-8 — \$145 Grades 9-12 — \$170	Fees can be paid online: <a href="http://www.District100.com">www.District100.com</a> >> Click on "Make a Payment" Application for fee waivers are available on District Website		

**Students are not officially enrolled until ALL forms and documentation have been submitted and an Intake Meeting with the District Registrar has taken place.**