



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”. Click on the link under **2018-2019 Next School Year Registration**. 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.**

4 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 = 2 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.) <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ◆ 1—Current Utility Bill—service address and mailing address must be the same: <table style="margin-left: 40px; border: none;"> <tr> <td style="vertical-align: middle;"> <ul style="list-style-type: none"> ❖ Electric Bill ❖ Gas Bill ❖ Water Bill ❖ Refuse Bill </td> <td style="font-size: 3em; vertical-align: middle; padding: 0 10px;">}</td> <td style="vertical-align: middle;"> <p>Provide 1 of these bills (Must be dated within 30 days)</p> </td> </tr> </table> 	<ul style="list-style-type: none"> ❖ Electric Bill ❖ Gas Bill ❖ Water Bill ❖ Refuse Bill 	}	<p>Provide 1 of these bills (Must be dated within 30 days)</p>
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2 REQUIRED BY OCTOBER 15TH	<p>Medical = 2 Documents Required by October 15th</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 by October 15th or upon enrollment) ◆ State of Illinois Eye Examination Report or Waiver Form (K and any new students to Illinois by October 15th) 			
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) ◆ 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	<p>Registration fees will be applied to your account. The 2018-2019 registration fees will be posted on the district website once they have been Board approved.</p>			

REMINDER: Registration is not complete until you have met with the District Registrar.