

## Online Registration-Returning Student Guide District 92½ 2017-2018 School Year

This guide is to assist you in our online registration process for returning students in our district. Families who complete registration by August 1 will receive an Early Bird Rate. This includes submitting **online registration, residency verification and fee payment**. Teacher assignments will be emailed to you once registration is complete. If you need assistance through the process, contact information is available on the last page of this guide.

### 1. Log into Home Access Center (HAC)

To access the online registration form, you first need to log into Home Access Center (HAC). HAC can be found by going to our main district webpage, [www.sd925.org](http://www.sd925.org) and clicking on "Home Access Center" underneath the pictures on the main page.



Log in with your username and password enclosed in this packet. If you have the same login for multiple children in the District, you will be able to register each child.

### 2. Review School Transportation

Once you have logged into HAC, please view your child's transportation on the first Registration page (see below).

Demographic			Update Registration			Fees		
Student Name: Panuska, Elle	Building: Westchester Middle School		Grade: 06					
Birth Date: 12/15/2011	Gender: Female		Language: English					
House/Team:	Calendar: Regular (Gr 6-8)		Homeroom Teacher:					
Counselor:	Homeroom:							
Emergency								
Doctor: Dr. Smith			Insurance: Group:			ID:		
Phone: (123)456-7890 Ext:			Subscriber:			Edit		
Hospital: Hinsdale								
Transportation								
To School								
Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop	
M, T, W, R, F	District Bus	WMS	STAR	2	07:35 AM	Oxford and Kensington		
From School								
Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop	
M, T, W, R, F	District Bus	WMS	STAR	6	03:07 PM	Oxford and Kensington		

**If the schedule is incorrect or need to make changes, please contact the Transportation Department at (708) 498-0055.**

For the safety of your child, failure to contact the transportation department regarding changes may cause your child to be placed on an incorrect bus route.

- Students who reside in the area of their attending school are not eligible for bus service.
- Early Childhood/PreK and Special Needs bus routes are based on the students enrolled and will not be available until registration is closed. "TBD" will be listed until bus routes are complete.

### 3. Open the Registration Form

After reviewing your child's transportation, please click the "Update Registration Tab", and then click on "New". If you registered online last year, you will see "New" under last year's registration form.

Registration Forms				
Form Name	Status	Modified By	Last Modified Date	Edit/View
				<a href="#">New</a>

# Online Registration-Returning Student Guide District 92½ 2017-2018 School Year

## 4. Begin the Online Registration Form

A new window will open in your browser. Any field with a red asterisk is a required field. You will not be able to submit your registration until these fields are completed. If you hover your cursor over a text field, additional help information (Pro-tip) will show.

### Section 1: Student Information Tab

Your child's current information will automatically populate into the fields. You will see that these fields cannot be changed, e.g. grade, birthday, etc. If you see that any of these fields are incorrect, please contact the school secretary.

### Section 2: Address and Phone

Please review and verify your child's physical and mailing addresses are correct. The existing addresses on file will be listed in the top portion of the section. Make any changes or corrections as necessary.

If you have moved, please enter the date you moved and make the necessary changes in the appropriate text fields. (Please remember to include an apartment number, floor, etc. if applicable) If you make changes that are for both the physical and mailing address, check the "Same as Physical Address" box under the Mailing Address portion on the right-hand side. If different, please enter the updated information.

Physical Address	Mailing Address	Student Phone
Apartment: 2S	2S	(708)450-2735
House Number: 1234	1234	(708)450-2700
Street Prefix: South	South	
Street Name: Main	Main	
Street Type: Street	Street	
Street Suffix:		
City Label: Westchester	Westchester	
State: Illinois	Illinois	
Zip: 60154	60154	

Phone Type	Phone Number	Ext	Listing Status	Delete
Home	(708)450-2735		L-Listed	
Mobile	(708)450-2700		L-Listed	

## Online Registration-Returning Student Guide District 92½ 2017-2018 School Year

### Section 3: Contact Information

The next step is to verify your child’s parent and emergency contact information. **It is extremely important that we have up-to-date contact information for each student.** All contacts will be listed with their names, contact types, and the option to Edit/View or delete the contact from your child’s record. Click the View/Edit button to open the contact’s existing information, and update if needed. We highly recommend clicking the View/Edit icon for each person to verify his/her information is correct. If you need to add an additional contact, click the “Add Contact” box below the names. Click the Red X to delete a contact.

Contact Information *							
Please verify and update the contact information for parents/guardians and emergency contacts.							
Title	First Name	Last Name	Contact Type	Edit/View	Delete	Status	
	Laura	Panuska	Guardian			Unchanged	
	Dylan	Panuska	Guardian			Unchanged	
	Katie	Kribbs	Emergency			Unchanged	

**Note:** Enter any other contacts aside from guardians as “emergency contacts.” Neighbors, relatives, etc. outside the home may NOT be listed as guardians. If you do not have a home phone, e.g. only a cell phone, please enter the phone number as **both** Home and Mobile.

When you have finished updating each contact, click “Save” at the bottom of the section.

### Section 4: Additional Information

Please review the additional questions listed. The right column will indicate the existing information on file. Please update as necessary.

Additional Information *		Existing Information on File
Please verify the additional important information.		
Record saved successfully		
Enter Any changes Below		
District Handbook Acknowledgement *	-- Select --	
District Handbook *	No	No
Network Acceptable Use Authorization *	-- Select --	
Medical Emergency Authorization *	-- Select --	
Transportation Verification *	-- Select --	
<input type="checkbox"/> Children of U.S. Military - 1		No
<input type="checkbox"/> Children of U.S. Military - 2		No
<input type="checkbox"/> Directory Information - Name/ID		No
<input type="checkbox"/> Directory Information - Photo		No
<input type="checkbox"/> Directory Information - Address		No
<input type="checkbox"/> Directory Information - Phone		No
Method of Proving Residency	-- Select --	
Emergency Information - Family Physician *	Dr. Smith	Dr. Smith
Emergency Information - Physician Phone	1234567890	1234567890
Medicaid Number		
Kindergarten/Gr 6 Physical & Immunizations *	-- Select --	
<input type="button" value="Save"/> <input type="button" value="Spell Check"/>		

- District Handbook Acknowledgment-** Indicate that you will review the handbook with your student(s).
- District Handbook-** The District Handbook is available for viewing on the District website. Please indicate if you require a printed version of the Handbook, choosing English or Spanish. If you do not need a hard copy, select “No”.
- Network Acceptable Use Authorization-** Indicate that you will allow your child use of the District’s network and computers.
- Medical Emergency Authorization-** Indicate that the school may call Emergency Services for your child if needed.
- Transportation Verification-** Please verify if your child’s transportation information is correct (see page 1 of this document).
- Children of U.S. Military 1** – Check this box if you are in the Armed Forces
- Children of U.S. Military 2** – Check this box if you expect to be deployed during this school year.
- Directory Information – Name/ID** – Check this box if you **DO NOT** want your child’s name to be used in any directory information (hover your cursor over the text for additional info).
- Directory Information – Photo-** Check this box if you **DO NOT** want your child’s picture to be used in places such as the District website, social media accounts, newsletters, class projects and events (hover your cursor over the text for additional info).
- Directory Information – Address** – Check this box if you **DO NOT** want your child’s address to be used in any directory information.
- Directory Information – Phone** – Check this box if you **DO NOT** want your child’s phone number to be used in any directory information.

## Online Registration-Returning Student Guide District 92½ 2017-2018 School Year

12. **Method of Proving Residency** – Indicate how you will prove residency. Select “Upload” if you will upload documents to the registration page immediately, “Drop Off/Mail” if you will drop off documents in the District Office or Westchester Primary School Drop box or U.S. Mail, or “In Person” if you need assistance making copies of your documents. **Note: If you choose “Drop Off/Mail” or “In Person”, you must submit your documentation with 48 hours of submitting your online registration form. All documentation must be presented at once. We will not accept partial proof of residency.**
13. **Emergency Information** – List your physician’s name and phone number
14. **Medicaid Number** – List your Medicaid number, if applicable.
15. **Kindergarten/Gr 6 Physical and Immunizations** – Please acknowledge your understanding that if your child is in Kindergarten or 6<sup>th</sup> grade, they will not be able to start school until you have turned in documentation of your child’s up to date physical and immunizations. This message will only appear on K and 6<sup>th</sup> grade registration pages.

Click “Save” after completing this section.

### Section 5: Download & Upload Required Documents

This section contains information regarding proof of residency. **Families with multiple students in the district must upload documents on each student’s registration page.** The following documents are required as proof of residency:

**Category A:** One Driver’s license, State I.D., Gov’t issued photo I.D., or Photo I.D. from foreign consulate  
**AND**

**Category B:** One of the following: property tax bill, signed lease with landlord's phone number listed, monthly mortgage document, closing statement or bill of sale if home was purchased within the last three (3) months, or military housing letter. (Deeds are not acceptable)

**AND**

**Category C:** Two of the following documents: Nicor Gas bill, ComEd bill, water bill, landline phone bill (cell phone bill not accepted), cable bill, vehicle registration, bank statement, credit card statement, paycheck stub, homeowner’s/renter’s insurance, or letter from federal/state agency.

**Month-to-month, open-ended, or altered leases will not be accepted without a signed statement from the landlord verifying the validity of the lease.**

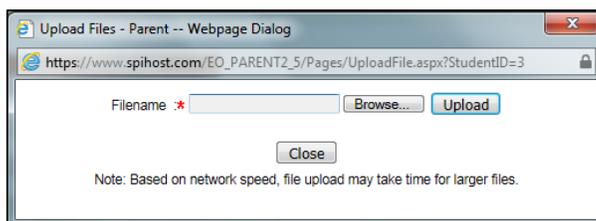
All documents must be current (dated within 30 days) showing both name and address. All documentation must be presented at once. We will not accept partial proof of residency. All documents must be acceptable to the District. Only documents with the parent/guardian(s) legal name and current address printed on the documents will be accepted as proof of residency. The District may require a home visit and/or additional documentation to verify residency.

**If you live with someone, that person will need to accompany you to the school office to complete the residency verification process. They will need to present the above items. Additionally, you will need to present one (1) Category A item and three (3) Category C items.**

You may upload your required proofs of residency, by clicking “Click here to upload new file”.

An additional window will appear to upload your scanned documents. (See right). Click “Browse” to locate and select the file saved on your computer, and click “Upload” to submit them with your registration form.

Once the document has been uploaded to the system, you will receive a message in the upload box “Upload successful. Click browse to select another file.” To upload multiple documents, continue to browse and select additional documents from your computer until all documents have been submitted. When you are finished, click “Close.” Your registration form will then update with your attached documents listed below the upload link. You can delete any uploaded document by clicking the red X next to the document name.



**The following document file types are acceptable: .pdf, .jpeg, .bmp, and .gif**  
**Other file types cannot be viewed by staff and will delay your registration process.**

## Online Registration-Returning Student Guide District 92½ 2017-2018 School Year

If you do not have a scanner at home, you can take a picture of your document(s) and download them to your computer. Please ensure that your name, address and the date are all clearly visible on the document. Blurry documents or documents that do not show all required information will delay your registration process.

**Documents**

Items can be Uploaded here

Before the registration can be completed and authorization given to pay registration fees, please upload three proofs of residency in addition to a picture ID that lists the home address, such as a driver's license State ID cards can no longer be accepted. We apologize for the inconvenience.. You must provide documentation showing that you live at the address you verified above. Please upload scanned copies for each child or drop off/mail hard copies to the school that your oldest child attends. District 92-5 requires the following proofs of residency:

A. Photo ID listing current address  
 B. One of the following: property tax bill, signed lease with landlord's phone number listed, monthly mortgage document, and  
 C. Two documents of the following: gas bill, electric bill, water/sewage bill, phone bill (cell phone bill not accepted), cable bill, vehicle registration, bank statement, credit card statement, paycheck stub, homeowner's/renter's insurance (car insurance not accepted).

All documents must be current (dated July or August) showing your name and address.

Please note that all physical and immunization records must be original; therefore, we cannot accept scanned copies. Please drop off or mail all physical/medical forms (available on the District's web site by clicking on the REGISTRATION tab.

[Click here to upload new file](#)

File Name	Delete
Driver's License.pdf	✘
July Comcast Bill.pdf	✘
July Electric Bill.pdf	✘
July Mortgage Statement.pdf	✘

If you are unable to scan and upload your documents via computer, copies of the requested documents may also be dropped off at the any school office from **8:00 a.m. -2:30 p.m. on Tuesdays and Wednesdays** or after hours in the secured lockbox outside the District Office, 9981 Canterbury or Westchester Primary School, 2400 Downing. **Please make sure to include all student names, ID numbers, their incoming grades, and parent contact information.** All documentation must be presented at once. We will not accept partial proof of residency.

### Section 6: Registration Form Submission

Once you have uploaded all required documents and you feel your child's registration form is complete, click "I Agree" located below your uploaded documents. If you have skipped any steps, a dialogue box will appear with your missing information. Please make any corrections as needed. You may print your child's registration form for your records by clicking the "Print" box. To submit your application, click "Submit". Once you have submitted your application, you will see the status of the application on the following screen:

#### Saved Applications

First Name	Last Name	Status	Last Modified Date	Edit
Eile	Panuska	Submitted	07/07/2016	<a href="#">Edit</a>

Update Form

If you have multiple children in the District, you need to complete an additional registration form. Click "Update Form" under the submitted registration form. Select the next child from the list and click "Go" to begin the next registration. If your child is not listed, please begin the registration, using the additional HAC login information received in your packet.

**NOTE:** For any additional students, please be aware that changes to personal information may not reflect on another child's registration form, e.g. address changes, emergency contact changes, etc. due to the registration's pending status.

Saved Applications

First Name	Last Name	Status	Last Modified Date	Edit
Eile	Panuska	Submitted	07/07/2016	<a href="#">Edit</a>

Update Form

Update Student Select --  
David Panuska

**Online Registration-Returning Student Guide**  
**District 92½ 2017-2018 School Year**

**NEXT STEPS**

Once you have finished registering all returning children in your family and your forms have been submitted, the form(s) will remain as "Submitted" in the system while staff members review each student. Whenever an action is taken on a form (Accepted, Denied, Pending, etc.) you will receive an email noting the status change.

If your form has been marked "Accepted", you have satisfied the initial registration requirements of verifying information and residency. If your form has been marked "Pending", this means that information is missing such as residency documentation. If your child's registration is marked "Denied", you will receive an email with an explanation. If you have any questions on a denial reason, please contact your building secretary.

**Fees: Registration is not considered complete until fees have been paid.** The registration fees are available online at [www.sd925.org/registration/](http://www.sd925.org/registration/). Parents may pay fees online via MealTime (a convenience fee of 2.5% will be charged for all credit card payments). MealTime can be accessed by clicking on "MealTime Online" on the District website.

You may also submit payments as check/cash at the school offices between the hours of 8:00 a.m. – 2:30 p.m. Tuesday and Wednesday or, place in the secured lockbox outside the District Office, 9981 Canterbury, Westchester Primary School, 2400 Downing, or via U.S. Mail. Please make sure to include all student names, ID numbers, their incoming grades, and parent contact information with your payment.

**Fee & Payment Assistance:** Registration fee waivers, payment plans, and free/reduced lunches may be available to those who qualify. If you have any questions regarding these programs, please call the District's Business Office at (708) 498-0049.

**School Supply Kits, Gym Uniforms, and WPTC Membership:** Please check your school's website this summer for more information on when to pick up supply kits, gym uniforms and sign up for the WPTC.

**Remember:** In order to qualify for the Early Bird Rate, registration must be complete by August 1, 2017. This includes submitting online registration, residency verification and fee payment. Teacher assignments will be emailed to you once registration is complete.

Sports Physical Forms, Health Examination Certification Forms, Request for Administration of Medicines, etc. are available on the school website at [www.sd925.org/registration/](http://www.sd925.org/registration/).

School	Address	Contact Information	
		Phone	Hours
Westchester Public Schools' District Office Transportation Department Business Office	9981 Canterbury St.	(708) 450-2700	8:00 a.m. - 4:00 p.m.
		(708) 498-0055	8:00 a.m. - 4:00 p.m.
		(708) 498-0049	8:00 a.m. - 4:00 p.m.
Westchester Primary School (EC/PreK-2)	2400 Downing Ave.	(708) 562-1509	7:30 a.m. – 3:30 p.m.
Westchester Intermediate School (3-5)	10900 Canterbury St.	(708) 562-1011	7:30 a.m. – 3:30 p.m.
Westchester Middle School (6-8)	1620 Norfolk Ave.	(708) 450-2735	7:30 a.m.– 3:30 p.m.

**IMPORTANT: School offices are only open to assist with Registration issues on Tuesday/Wednesday from 8:00 a.m. – 2:30 p.m. Online Registration is open 24/7. Monday/Thursday/Friday Hours are for non-registration needs.**

## Online Registration-Returning Student Guide District 92½ 2017-2018 School Year

This guide is to assist you in paying your student fees using the Meal-Time Online website. **Please note, a convenience fee of 2.5% will be charged for all credit card payments.** Families who complete registration by August 1 will receive an Early Bird Rate.

You may also submit payments as check/cash at the school offices during business hours (hours vary by location, see last page for more information), placed in the secured lockbox outside the District Office, 9981 Canterbury, Westchester Primary School, 2400 Downing, or via U.S. Mail. Please make sure to include all student names, ID numbers, their incoming grades, and parent contact information with your payment.

**Fee & Payment Assistance:** Registration fee waivers, payment plans, and free/reduced lunches may be available to those who qualify. If you have any questions regarding these programs, please call the District's Business Office at (708) 498-0049.

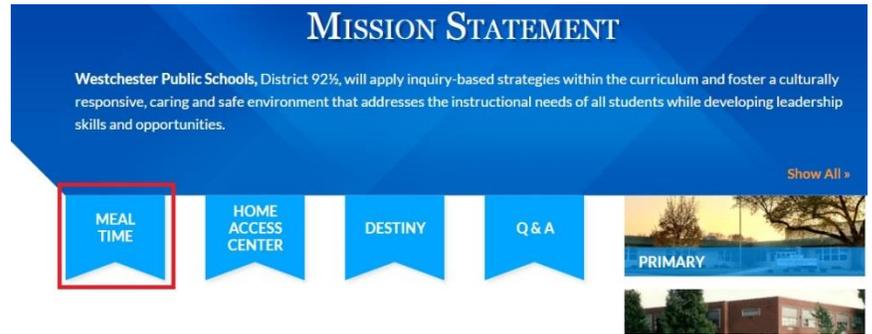
A list of District Fees are available on the District Website.

### View Fees

1. Go to [www.sd925.org](http://www.sd925.org)
2. Click on "Registration"
3. Open "2017-2018 Student Fees"

### After viewing the fees, log on to Meal Time Online

1. Click on Meal Time Online, under the photos on the District Website. A new window or tab will open with the Meal Time Online website.



If you have used Meal Time Online before, log in using your username and password. District 92½ does not have access to usernames and passwords. If you have forgotten your username/password, click on the link that says "Forgot Username/Password?" under the log in screen.

If you have not used Meal Time Online before, click on "Create a new profile" and follow the prompts to create an account. The profile should be under the parent/guardian name. After creating the profile, you can add students to your account.

# Online Registration-Returning Student Guide District 92½ 2017-2018 School Year



After logging in to MealTime, click on School Fee Payments. A list of students who are connected to your account will appear.

Click on "Make a Deposit" next to the student you want to pay fees for. On the next page you will see a list of various fees, scroll down and click on "Registration Fees".



Choose the fee you would like to pay by clicking on the text. A blank box will appear. Type in the total amount in the box, then click Add Deposit.



After adding your deposit, you will be taken to a page which shows the current deposits that have been added to your account. If you wish to make more payments (ex. pay for band), scroll down and click on the link for the payment you wish to make and follow the same directions as listed above.

To complete payment, click on "Continue to Billing". Enter your credit card information, check the box that says "I Agree to the Terms of Use", then "Deposit Funds Now".

**Your fee payment is now complete and will be processed by our District Office. Please note that it may take 24 hours to receive your child's schedule after making payment on MealTime Online.**