

Online Registration-Returning Student Guide

District 92½

This guide is to assist you in our online registration process for returning students in our district. Families who complete registration by July 21 will receive an Early Bird Rate. This includes submitting **online registration, residency verification and fee payment (including paying fees from previous years)**. 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 and clicking on “Home Access Center” underneath the pictures on the main page.



Log in to HAC. If you have forgotten your password, click on the Forgot Username/Password link underneath the text boxes. Note: due to new privacy laws, the District no longer has access to passwords. 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 Demographic tab (see below).

Demographic Update Registration Fees

Student Name: Panuska, Elle Birth Date: 12/15/2011 House/Team: Counselor:	Building: Westchester Middle School Gender: Female Calendar: Regular (Gr 6-8) Homeroom:	Grade: 06 Language: English Homeroom Teacher:
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Emergency Edit

Doctor: Dr. Smith Phone: (123)456-7890 Ext: Hospital: Hinsdale	Insurance: Group: ID: Subscriber:
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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	

Click on the Demographic tab to see transportation information.

If the schedule is incorrect or you 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.
- Half-Day Kindergarten, Early Childhood, 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.

Elle Panuska Change Student

Home
Attendance
Classes
Grades
Registration

Demographic Update Registration Fees

Registration Forms				
Form Name	Status	Modified By	Last Modified Date	Edit/View
			New	

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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.

Welcome, LAURA P

New Student Information

Returning Student Registration 2016-17 - Online Enrollment

Instruction: Click on 'Show All Sections' to expand all the sections. Click on 'Hide All Sections' to collapse all the sections.
[Show All Sections](#) [Hide All Sections](#)

Student Information Tab *

Proofs of Residency must be submitted via upload, mail, or in-person before the registration is considered to be accepted. Documents may be uploaded at the end of the online registration process. The following document types are accepted: .doc, .pdf, and .jpg.

Please verify the requested information to complete the registration. If the field is unable to be edited, please contact the school office to make the changes after you have submitted the registration.

File

in the selected school year? *

Enter Any changes Below

6th Grade

Elle

Panuska

Female Male Female

12/15/2011

No Yes No

White

Race Instruction

English

English

Use language for mailing

Address and Phone

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.

Address and Phone

Please check and verify to ensure that your contact information is correct and accurate. If you have moved, please make corrections in the appropriate fields.

Existing Information on File			
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: Street	Street		
City Label: Westchester	Westchester		
State: Illinois	Illinois		
Zip: 60154	60154		

Enter Any changes Below

Effective Date

Physical Address

Apartment

House Number

Street Prefix

Street Name

Street Type

Street Suffix

City Label

State

Zip

Mailing Address

Same as Physical Address

Student Phone Number

Phone Type	Phone Number	E-xt	Listing Status	Delete
Home	(708)450-2735		L- Listed	<input type="checkbox"/>
Mobile	(708)450-2700		L- Listed	<input type="checkbox"/>

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Section 3: Contact Information

The next step is to verify your child’s guardian 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 --	

- District Handbook Acknowledgment-** Indicate that you understand the District Handbook is available for viewing on the District website and you will review the handbook with your student(s).
- 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 your child’s transportation information (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 including the District website, yearbook, social media accounts, newsletters, class projects and events.
- 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, yearbook, social media accounts, newsletters, class projects and events.
- 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.
- Emergency Information** – List your physician’s name and phone number

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12. **Medicaid Number** – List your Medicaid number, if applicable.
13. **Kindergarten/Gr 6 Physical and Immunizations** – Please acknowledge your understanding that if your child is in Kindergarten or 6th 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 6th grade registration pages.
14. **Internet Access** – Indicate if you do or do not have access to the internet in your home.
15. **Bus Safe Ride Program** – Indicate that you understand the Bus Safe Ride program rules are available online and that is your responsibility to read and understand the rules.
16. **WPTC** – Please indicate if you would like us to share parent/guardian emails with the WPTC.

Click "Save" after completing this section

Section 5: 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: Photo ID listing current address

AND

Category B: One of the following: August 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, home ownership title, or military housing letter.

AND

Category C: Two of the following documents: Homeowners/renters insurance, letter from a federal/state agency, ComEd bill, Nicor Gas bill, water bill, credit card statement, home landline phone bill, bank statement, paycheck stub, auto registration (address must match a current Driver's License), or cable bill.

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.

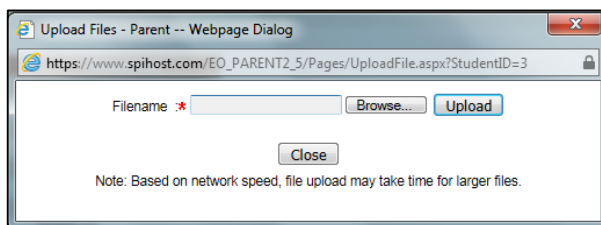
All documents must be current (dated within 30 days) showing both name and address. All documentation must be uploaded at once. We will not accept partial proof of residency. All documents must be acceptable to the District.

If you live with someone, you will need to upload: one (1) Category A item and three (3) Category C items. You will also need to upload one (1) Category A item, one (1) Category B item, and two (2) Category C items for the homeowner/renter showing his/her legal name and current address printed on each document. Additionally, the homeowner/renter will need to complete and notarize a Residency Attestation form that must be uploaded to each student's registration page.

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

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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.

[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	✘

All proofs of residency must be uploaded. There is no in-person registration or paper copy drop-off available.

Section 6: Registration Form Submission

Once you have uploaded all required documents and you believe 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.

To submit your application, click "Submit".

I Agree
To submit please select 'I Agree'

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
Elle	Panuska	Submitted	07/07/2016	Edit

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
Elle	Panuska	Submitted	07/07/2016	Edit

Update Student:
 David Panuska

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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/. Parents may pay fees online via RevTrak (a convenience fee of 2.5% will be charged for all credit card payments).

Payment by check or money order may be dropped off at the secure lockboxes at the District Office, 9981 Canterbury, or Westchester Primary School, 2400 Downing – please do not place cash or residency documents in the lockboxes.

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) 498-0064.

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 July 21, 2021. This includes submitting online registration, residency verification and fee payment.

Intramurals/Athletic Physical Forms, Health Examination Certification Forms, Request for Administration of Medicines, etc. are available on the school website at www.sd925.org/registration/.

School	Address	<u>Contact Information</u>	Phone	Hours
Westchester Public Schools' District Office	9981 Canterbury St. Transportation Department Business Office		(708) 450-2700	8:00 AM - 4:00 PM
			(708) 498-0055	8:00 AM - 4:00 PM
			(708) 498-0064	8:00 AM - 4:00 PM
Westchester Primary School (EC/PreK-2)	2400 Downing Ave.		(708) 562-1509	7:30 AM – 3:30 PM
Westchester Intermediate School (3-5)	10900 Canterbury St.		(708) 562-1011	7:30 AM – 3:30 PM
Westchester Middle School (6-8)	1620 Norfolk Ave.		(708) 450-2735	7:30 AM – 3:30 PM

IMPORTANT: There is no in-person or document drop-off this year. All residency documentation must be uploaded. Online Registration is open 24/7.

ALL STUDENTS MUST BE REGISTERED BY JULY 28, 2021