

JSD #117 Registration FAQ

Q. What times can I register?

A. Online registration will be open July 31st - August 9th through the Family/Student Access Link on the district website at jsd117.org or your child's school website. The link looks like this and is located on the right side of the website under Quick Links:



If you register your child online, you do not need to physically come to the registration times listed below; however, you may come to your child's school if you need assistance or for use of a computer. The **Elementary schools** and **Jacksonville Middle School** will have registration on the following dates and times:

Wednesday, August 2nd, 2017: 2:00 PM until 7:00 PM

Thursday, August 3rd, 2017: 8:00 AM until 12:00 PM

Jacksonville High School will have registration on the following dates and times:

Wednesday, August 2nd, 2017: 7:30 AM - 1:30 PM - Junior and Senior Registration

4:30 PM - 7:30 PM - Open registration for any JHS student

Thursday, August 3rd, 2017: 7:30 AM - 1:30 PM - Freshman and Sophomore Registration

4:30 PM - 7:30 PM - Open registration for any JHS student

Pay stations, and parking pass station, and assistance in the media center will be provided during all sessions.

Q. How can I pay my child's registration fees?

A. You may pay your child's registration fees online at any time with a credit or debit card through Family Access. The \$2.00 convenience fee will be waived through August 9th, 2017. You may also bring payment to your child's school during regular office hours and make a payment, or you may come to your child's school during registration to make a payment. To see a list of fees, please visit our website at [Registration and Fees](#)

Q. If I have more than one child at different schools, can I make a payment at one school for all of them?

A. Unfortunately, at this time you can only do that when you pay your fees online. We are not able to do that through the buildings and our fee management system. You are able to make a payment for each child at each school if you choose.

Q. I am new to the district. What do I need to do to register my child?

A. During the registration times listed above, you may come to your child's school to complete an enrollment form. If you are unsure of which school your child will attend, please contact the district office and we will assist you with that. Your information will be entered into our data system (Skyward) to generate a username and password. You will be able to enroll your child online once that is completed. We apologize that there will be a slight delay (usually less than 24 hours) until you can officially register your child online. If you would like to be able to register your child online during the registration times above, please contact your child's school to complete an enrollment form prior to August 1st, and we will be able to place your family into our system.

You will need the following items when registering your child for the first time in our district:

1. Proof of Residency - one form from Category I and two forms from Category II - see link: Administrative Procedure - [Establishing Student Residency](#)
2. A *certified* copy of your child's birth certificate
3. You will sign a release for records from your child's previous school.
4. You will complete a Home Language Survey
5. A physical is also required if transferring from a school that is out of state.

Q. I may qualify for free/reduced lunches and fee waivers. Where do I access this form?

A. You may complete these forms at your child's school. You must present one of the following documents to verify income:

- Two current pay stubs for all working members of the household
- Unemployment statement showing benefits
- DHS case number
- Direct Certification letter from the State of Illinois
- Temporary Food Assistance for needy families
- Disability statement showing benefits
- Current tax returns
- Foster placement papers
- Food Stamp Evidence

You may be requested to provide updated income verification at any time, but no more often than once every 60 calendar days

Q. What are the physical, dental, vision, and immunization requirements for my child?

A. Please see the chart below for these requirements. You may drop these off at registration or at your child's school during normal office hours.

GRADE	Birth Certificate	Immunization Record	Physical Exam	Dental Exam	Vision Exam
Any student entering Dist. #117 for the first time	X	X	X		
Entering Kindergarten	X	X	X	X	X
Entering Grade 2				X	
Entering Grade 6		X	X	X	
Entering Grade 9		X	X		
Entering Grade 12		X			

Q. My child qualifies for transportation. How will I know which bus route they are on, as well as what time they will be picked up and dropped off?

A. You will receive a phone call from your child's bus driver during the week of August 15-19 regarding what times your child will be picked up and dropped off. You will also be able to access this information on Skyward Family/Student Access after August 14th. Please remember that your child is only eligible for transportation if they live one and one-half miles away from their school.

Q. I have completed registration online, but my child would like to see their classroom and the school before the first day. What times are available to do this?

A. Our schools host Back to School Nights for parents and students to come to the school, drop off school supplies, and meet their teachers. The following are the dates and times for Back to School Nights:

August 14th at 6:00 PM - Central Office Kindergarten for Washington and South

August 14th at 6:30 PM - Jacksonville Middle School Cook-Out

August 15th at 6:00 PM - All Elementary Schools

August 17th at 6:30 PM to 8:30 PM - Jacksonville High School Open House

Q. What is the first day of student attendance for JSD #117

A. The first day of student attendance for Jacksonville School District #117 is August 16, 2017. Please refer to the district calendar at

http://www.jsd117.org/UserFiles/Servers/Server_150964/File/Home%20Page/2017-2018%20Calendar.pdf