ONLINE REGISTRATION
2018-2019

ONLINE REGISTRATION
FOR RETURNING STUDENTS
2018-2019

DISTRICT 300

ONLINE REGISTRATION FOR RETURNING STUDENTS

Beginning **April 10, 2018,** parents of returning District 300 students can complete an online registration application for the **2018-2019** school year.

Online registration is a simple process and should take between 10 to 15 minutes to complete.

If you experience difficulties with any portion of the online registration application, please email **OLR@d300.org** or call your child's school.

ACCOMMODATIONS FOR THOSE WITHOUT A COMPUTER OR INTERNET ACCESS

If you experience difficulty securing a computer or internet access, you may complete the entire online registration application at your child's school during normal business hours.
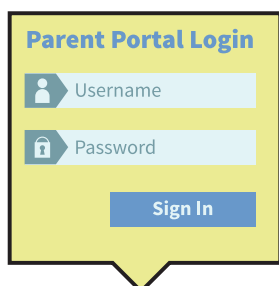
Every District 300 school will have computer kiosks dedicated for online registration use. Please contact your school to determine specific online registration hours.

Online registration kiosks are also available at the Central Office Building (2550 Harnish Drive, Algonquin, IL 60102) during normal business hours. For more information call **(847) 551-8300.**

THE ONLINE REGISTRATION PROCESS CAN BE COMPLETED IN 3 STEPS:

STEP 1:
ACTIVATE YOUR CAMPUS PORTAL ACCOUNT

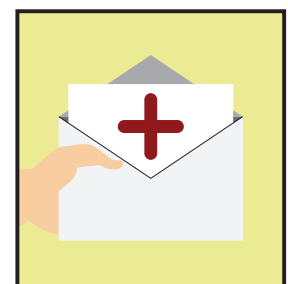**Parent Portal Login**

Username

Password

Sign In

STEP 2:
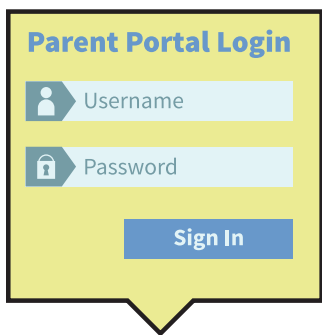COMPLETE THE ONLINE REGISTRATION APPLICATION BY **MAY 4, 2018**

COMPLETE BY
May
4

STEP 3:
DELIVER REQUIRED HEALTH DOCUMENTS TO YOUR CHILD'S SCHOOL

Parent Portal Login

👤 Username

🔒 Password

Sign In

STEP 1:

ACTIVATE YOUR CAMPUS PORTAL ACCOUNT

Many District 300 parents already have an active Campus Portal account (commonly called Parent Portal). If your Campus Portal account is active, please proceed to step 2.

To activate your Campus Portal account, contact your child's school and ask for your "Campus Portal Activation Key Code."

Next, visit: **www.d300.org/Activation** and enter your activation key code.

Once your activation key code has been entered, you will create a username and password (*please note: you will need to remember the username and the password for the next step in the process*).

COMPLETE BY
May
4

STEP 2:

## COMPLETE THE ONLINE REGISTRATION APPLICATION BY MAY 4, 2018

Should you need any support during the online registration application, please email OLR@d300.org.

Please note: An online registration application can only be completed and submitted by a child's legal guardian.

- To begin the online registration application, visit **www.d300.org/CampusPortal.**

- Log into your Campus Portal account (please note: You cannot use the Parent Portal mobile app to complete the online registration application).

- Once logged in, refer to the left side of the Campus Portal home page and click on the link titled *online registration.*

- When the application loads, you will notice your student's information has been populated into the required text fields. Please review these text fields to ensure accuracy. If any information is inaccurate, please revise according to the direction provided in the online registration application.

- Parents and Guardians can add new students that need to be enrolled for the 2018-2019 school year by selecting the "Add New Student" button located under the student section of the online registration application.

- Please note: If you have a new address since your last registration, you will need to submit proof of address along with your registration application. If your proof of address cannot be uploaded, then it will need to be delivered to your child's school. Transportation for the start of school will not be guaranteed if this information is received after May 4, 2018. See the full list of accepted proof of address documents in the *frequently asked questions* section on the next page of this document.

- Students eligible for transportation will be automatically routed to and from their school based on their primary home address. Students eligible for transportation include: students residing more than 1.5 miles from their school; students having special needs with legal Individual Educational Plan requirements; and students who live in an area deemed hazardous by the Illinois Department of Transportation criteria. For more information on transportation, visit: **www.d300.org/Transportation**.

- If your student requires transportation to and/or from a daycare provider, please complete the daycare provider section of the online registration application. The daycare provider must be located within the school's attendance boundary and meet the eligibility criteria described above. Should your daycare provider change after completing registration, you must report that change to your child's school. Any changes to your daycare provider must be submitted to your child's school by June 15, 2018, to guarantee bus service on the first day of school. Changes made during the school year require two weeks notice.
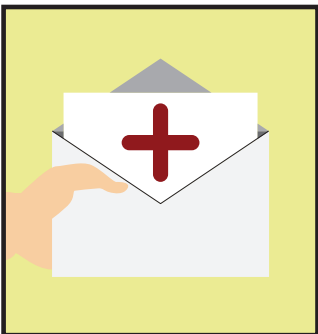
STEP 3:

DELIVER REQUIRED HEALTH DOCUMENTS TO YOUR CHILD'S SCHOOL

Please note: This step is only applicable to students entering preschool, kindergarten, 2nd grade, 6th grade, 9th grade, and 12th grade (pending all your child's required immunizations are up to date).

- Visit **d300.org/HealthDocuments** to determine what immunizations or physical exams are required for your child to attend class for the 2018-2019 school year.

- Deliver your child's health documents to your child's school by August 1, 2018. You can also fax documents to 847-551-8433 (Attention: Health Services Department) or scan and email documents to Health.Forms@d300.org. (*please note: students will not be able to attend school until all required health documents are on file with your child's school nurse*).

FREQUENTLY ASKED QUESTIONS

Q **When does online registration for returning students open?**

A April 10, 2018

Q **Did my high school student already register during the school year?**

A No, high school students selected courses for the upcoming school year. Course selection and registration are two different processes.

Q **I moved during the last school year, what do I need to do?**

A If you have moved in the last calendar year, you must provide proof of address of your new address (see below).

Q **What proof of address documents are accepted?**

A Acceptable proof of address documents guidelines include:

1 **Requirements for Homeowners:**
(One document from the following list is required)
- Most recent real estate tax bill
- Closing statement
- Mortgage documentation
- HUD-1 statement

2 **Requirements for Renters:**
(Two document will be required)
Current lease agreement signed and dated by the landlord AND a utility bill that indicates both the service dates within the last 30 days and the service address. If the above criteria is met, accepted utility bills include: electric, gas, water, and home internet/cable.

Note: If a utility bill is not yet available, please visit d300.org/ProofOfResidency for more information.

If you are not a homeowner or a renter and you reside within District 300 boundaries: Contact your child's school to obtain necessary documents to be completed for address verification.

PAYING FOR
STUDENT REGISTRATION FEES

Payment for student fees opens on June 4, 2018. You will be able to pay your student fees at **d300.org/StudentFees**. All student fees must be paid by August 14, 2018. Student fee funds support the costs of consumable materials (such as paper, art supplies, workbooks, etc. that a student uses during the course of the school year). In addition, individual classes may distribute school supply lists, and parents are requested to provide the items according to their child's grade level.

STUDENT FEES FOR 2018-2019*

KINDERGARTEN - FIFTH GRADE SCHOOL FEES

Half-Day Kindergarten Annual Registration Fee......................$100

Full-Day Kindergarten through 5th Grade Annual Registration Fee...$130

1:1 Technology Fee* (includes device, cover, and insurance) $40

*The technology fee will only be charged to students issued a 1:1 device.

SIXTH - EIGHTH GRADE SCHOOL FEES

6th through 8th Grade Annual Registration Fee......................$150

6th through 8th Grade Summer AVID Registration Fee..............$150

1:1 Technology Fee* (includes device, cover, and insurance) $40

P.E. Uniform and Lock $25

*The technology fee will only be charged to students issued a 1:1 device.

HIGH SCHOOL ANNUAL REGISTRATION FEES

9th through 12th Grade Annual Registration Fee $180

1:1 Technology Fee* (includes device, cover, and insurance) $40

P.E. Uniform and Lock $25

Flex Class Registration Fee $150

FLEX PE Heart Rate Monitor Material Fee (one-time fee) $50

Driver's Education (behind the wheel fee must be paid in full prior to student taking permit test).......$300

*The technology fee will only be charged to students issued a 1:1 device.

*Additional fees may apply. For a full list of fees, please visit **www.d300.org/StudentFees.**

*Students whose families meet the federal income guidelines for free and reduced lunch may be eligible for fee waivers. Applications for the 2018-2019 school year will be available by mid-July. For information about student fees waivers and free and reduced lunch applications, please visit **www.d300.org/FeeWaiver.***