New to District Online Registration Steps for completing the Application Form



Step 1: Student Information

Complete the form using capitalization when needed.

	Save and Continue to Fill Out Application	Save and go to Summary Page	Print Application	Leave WITHOUT Saving
structions for completing the student applica	tion			
istructions for completing New Student Application Form lease complete all of the fields below regarding y n order to complete your child's application, pleas vindow.	your child. All fields in the application a complete all of the steps. If at anytin	re case sensitive, so please use capi ne you need to save your application,	alization when required. and continue later, use the Orange Na	avigation Buttons at top of t
When you have completed all steps, please cli processing.	ck on the Orange Navigation buttor	a labeled, "Submit to District" This	will officially send your application	to the registrar for
erisk (*) denotes a required field Please Note: Only or	ne step may be edited at a time			
Step 1: Student Information Edit View Or	Save Save and Collapse Step)		
Instructions for completing Student Information	n -			
Please complete all of the fields below regarding yo request. If your child has a current IEP or 504 -Please note t	ur child. If you have additional children, hat in the Additional Information box	you will be prompted to enter their infor	mation after completing this initial enroll	ment
* Is Student Hi (select	*Last Name: Edgebrook Name Suffix: • • • Gender: Fema • Date of Birth: 05/01/2014 • • Age: 6 • Birth Country: USA spanic/Latino?: No • • Federal Race: • American Indian or Alaska t all that apply • Asian • Black or African American • Native Hawaiian or Other F © White	First Name: Sister Ie Birth City: McHenry Birth County: Native Pacific Islander	Middle Name:	÷
* Languag * Language Sp Milit	a Spoken Most: English oken at Home: English ary Connected: No \$?	*Native Language: English	\$	
* Previous School District, If brand new to school	ol - enter None: None Sci	nool in the District Student Previously Attended	k:	
School Year 2020-2021 You are enrolling your student into the Next School Year (2 First Day of School	020 - 2021)			
Addition	nal Information:			
(on the Student			11	

Step 2: Family/Guardian Information

Enter Family information that the student lives with. You can enter more guardians to the Primary family and also guardians for the second family.

Step 2: Family	Step 2: Family/Guardian Information Edit View Only Save Save and Collapse Step				
Instructions f	or completing Fa	mily/Guardian Info	rmation		
Please first en	ter information for t	he Primary family for	who this student lives v	with. You will then be prompted with an option to create a second family with additional	
guardians. Ma	ke sure you type yo	our complete address	in the correct fields.		
Enter Informa	tion for the Prima	rv Guardian and the	Family this Student I	lives with	
		,			
Enter Inform	ation for the Fam	ily this Student lives	with		
* Primary Phone:	(222) 252-5252	Should the District	keep this number confident	ntial?	
*	House #: 1011	Direction: N Str	reet Name: Green Street	t SUD: 🗘 #:	
" Home Address:	P.O. Box:	Address 2:	City:	State: Tip Code:	
Mailing Address:	House #:	Direction: Str	reet Name:	SUD: (*) #:	
home address)	P.O. Box:	Address 2:	City:	State: Dip Code:	
Enter Information for the Primary Guardian of the Family this Student lives with					
* Last N	lame: Edgebrook		* First Name: Father		
*Relationship to 0	*Relationship to Child:				
Does this guardian have custody of the child?					
Should this guardian also be considered an Emergency Contact?					
Cell Phone: Contact Email Address: sleep@d.com					
Language:					
Are there other Legal Guardians who live at this address?					
	Yes, I want to Add another Legal Guardian who lives at this address No other Legal Guardians live at this Address				

Step 3: Medical/Dental Information

Please fill out any Medical conditions for the student under Allergy/Medical Conditions.

Step 3: Medical/Dental I	nformation Edit Vie	w Only Save Save and Collapse	e Step
Instructions for compl	eting Medical/Dental Inform	nation	
For Special Health Cond Please let us know if you Also list all Medications Services"	itions- please list under Allergy r child wears glasses, contact jiven at home or School. If give	//Medical Conditions lenses, or a hearing aid. en at school, a Medication Request forr	n is available and REQUIRED at www.d15.org under "Health
Allergy/Medical Condition:	wears glasses		Is this condition critical info that staff should be alerted to?
Physician Last Name:		Physician First Name:	Physician Middle Name:
Name Suffix:	 Name Prefix:)	
Dentist Last Name:		Dentist First Name:	Dentist Middle Name:
Name Suffix:	 Name Prefix:)	
	Complete Step	3 and move to Step 4: Emergency Contact Inf	formation Complete Step 3 Only

Step 4: Emergency Contact Information

Add additional Emergency Contacts if needed.

Step 4: Emergency Contact Information Edit View Only Save and Collapse Step					
Instructions for completing Emergency Contact Information					
By default, should an emergency occur, all parents with contact information on file will be contacted. If a school is unable to reach one of the parents, they will contact the emergency contacts listed in the system.					
Enter the Information for Emergency Contact #1 Remove this Emergency Contact					
* Last Name: Edgebrook * First Name: Father 🗷 Is this contact allowed to pick up the student from school?					
Language: English 🗘					
Contact Email Address: sleep@d.com * Primary Phone: [222] 252-5252 Cell Phone:					
Relationship to Child: Dad 🗘					
Enter the Information for Emergency Contact #2 Remove this Emergency Contact					
*Last Name: Edgebrook *First Name: Mother 🗷 Is this contact allowed to pick up the student from school?					
Language: English +					
Contact Email Address: awake@d.com * Primary Phone: [222] 252-5252 Cell Phone:					
Relationship to Child: Mom \$					
Do you have other Emergency Contacts to add for this student?					
Yes, I want to Add another Emergency Contact Record No, Complete Step 4 and move to Step 5: Requested Documents No, Complete Step 4 Only					

Step 5: Requested Documents

You can attach documents- Should your child be approved for enrollment, additional documents may need to be presented at a later date, including copies form originals of birth certificates, physicals, immunization records and verification of residency.

Step 5: Requested Documents	S Edit View Only Save Save and Collapse Step			
Instructions for completing the Re	rquested Documents			
Instructions for completing the Requested Documents step Please attach copies of the documents listed below. (You can take a picture of the documents and save it to you computer if you do not have an electronic file) Then choose the picture as a file. For Proof of Residency- examples - (utility bill, or rent bills, not cell phone, residential lease- with Name and address. Should your child be approved for enrollment, additional documents may need to be presented at a later date, including copies form originals of birth certificates, physicals, immunization records and verification of residency.				
*Birth Certificate: Choose File	e No file chosen			
*Proof of Residency: Choose File	No file chosen			
Dental: Choose File	No file chosen			
Physical: Choose File	e No file chosen			
	Complete Step 5 and move to Step 6: Additional District Forms Complete Step 5 Only			

Step 6: Additional District Forms

Step 6: Additiona	I District Forms Edit View Only	ave Save and Collapse Step		
Instructions for	completing the Additional District Forms			
Instructions for completing the Additional District Forms step Please fill out Home Language Survey, Transportation/Daycare, Required Statements, and AUP. There are some required fields on these forms. Click Save after every form.				
Asterisk (*) denotes	a required form			
* Required Form:	Home Language Form- English/Spanish	This form has not been completed		
* Required Form:	2020-2021 New to District Transport/Daycare Form	This form has not been completed		
These are just stater	nents that you need to be notified about.			
*Required Form:	Required Statements 2020-2021	This form has not been completed		
*Required Form: 2020-2021 AUP Form This form has not been completed				
Please fill this form of	out only if you are coming from another school from another	er district.		
Optional Form:	2020-2021 Records Request Form	This form has not been completed		
		Complete Step 6		

Once all Steps have been completed – <u>Click on Submit Application to District Button</u>.

(15)				
Application Form				
	Save and Continue to Fill Out Application	Save and go to Summary Page	Print Application	Leave WITHOUT Saving
Instructions for completing the student application				
Instructions for completing New Student Application Form				
Please complete all of the fields below regarding your child. All fields in the ap	plication are case sensitive, so please	use capitalization when required.	Prance Navigation Buttons at top o	f the window
When you have completed all steps, please click on the Orange Navigati	on button labeled. "Submit to Distri	ct" This will officially send your ap	plication to the registrar for prod	cessing.
		in onoining sond your up		
Asterisk (*) denotes a required field Please Note: Only one step may be edited at a time Step 1: Student Information Fritt				
				✓ Date Completed: 05/01/2020
Step 2: Family/Guardian Information Edit (View Only)				√ Date Completed: 05/01/2020
Step 3: Medical/Dental Information Edit View Only				√Date Completed: 05/01/2020
Step 4: Emergency Contact Information Edit View Only				Date Completed: 05/01/2020
				V Date Completed. 03/01/2020
Stap 5: Requested Desuments Edit (Sau Onto)				
Step 5. Requested Documents				√ Date Completed: 05/01/2020
Step 6: Additional District Forms Edit View Only				∛ Date Completed: 05/01/2020
	Submit Application to * All steps must be Completed before an	the District Application can be Submitted *		
	Save and Continue to Fill Out			
	Application	Save and go to Summary Page	Print Application	Leave WITHOUT Saving

Summary Page

You can view your submitted application and enroll another student by clicking on the button if needed

