Registration of Enrolled Students in CUSD10

What is the difference between Enrollment and Registration?

Students who are NEW to the Collinsville School District (did not attend last year) are required to **_enroll_** at the Student Services Office, 123 West. Clay Street, Collinsville. A parent or guardian must be present and will be asked for proof of residency and a copy of the child's birth certificate. (For proof of residency requirements, See Enrollment Information below).

Registering during the summer (Online Registration is only available during the summer):
Once enrolled, students are required to **_register_** each year for the upcoming school year.

Parents/Guardians may register their children On-line beginning July 15, 2019 (6:00PM).

Collinsville Unit #10 School District ONLINE REGISTRATION | SKYWARD FAMILY ACCESS

Opens at 6:00PM on July 15, 2019 | www.kahoks.org

✓ Log into your Skyward account using your USERNAME & PASSWORD, Select "Online Registration" to begin.

✓ Complete each step by clicking the "Complete and Move" button. When finished, click "Submit."

? Forgot your Username and/or Password? Click the "Forgot your Login/Password?" tab located under the password entry bar on the Skyward page.

If you need assistance with the Online Student Registration process, you may attend the Open Computer Lab on July 17 at Kreitner Elementary School or Centralized Registration on July 23 or 24 at Collinsville High School.

July 17, 2019	Kreitner Elementary School	2:00PM – 7:00PM
July 23, 2019	Collinsville High School (A – K)	1:00PM – 7:00PM
July 24, 2019	Collinsville High School (L – Z)	1:00PM – 7:00PM

NOTE: Only high school students must attend one of the registration sessions on either July 23 or July 24
Please direct questions to the CUSD10 Student Services Office at 618-346-6350 x4237, x4228, or x4235

◄——— WE LOOK FORWARD TO A SUCCESSFUL 2019-2020 SCHOOL YEAR! ———►

Who can use online registration?

If your child meets all of the following criteria:

- Enrolled in the Collinsville School District;
- Residing at the same location from which he/she was enrolled last school year;
- Going to attend school in grades PreK/EC-12 this school year;
- **and** Has a copy of his/her birth certificate is on file with the District.

You can take advantage of the online registration process.*

Who cannot use online registration until enrollment is complete?

If any of the following pertain to your child:

- New to the Collinsville Unit 10 District, and has not enrolled at our Enrollment Office (123 W. Clay, Collinsville IL).
- Residing at a different address than last year or moved out of the District last year.
- A Birth Certificate is not on file with the District.
- A Kindergarten student who has not completed the enrollment process.

You must complete the enrollment process in person at the Student Services Office, 123 W. Clay, Collinsville, before using online registration.

Please note: For new students and students with an address change, a custodial parent or legal guardian must bring or complete the following to the Enrollment Office to complete the Enrollment Process:

- Proof of residency (see www.kahoks.org for guidelines)
- Certified birth certificate and social security number
- Notarized affidavit (if applicable)
- Updated student health information form
- Court documents pertaining to custody of the child (if applicable)
- Emergency information
- Completed free and reduced lunch form

*Note: If your address has changed, you will be not be allowed to complete the online registration process until updated residency information has been provided at the Enrollment Office, 123 W. Clay, Collinsville.

<p style="color:red; text-align:center;">**Parents/Guardians may register their children on-line beginning July 15, 2019 (6:00PM).**</p>

Online Registration Procedure:

To complete Online Student Registration, simply log into your Skyward Family Access account. The Skyward Family Access can be found on the Unit 10 School District website at www.kahoks.org (See icon on top of webpage). Parents/Guardians will need your Username and Password in order to Log on to the online registration system. Once you have logged into your account, your child/children will be listed under "Students." Please select the child that you will be registering and follow the on-screen prompts to complete registration. After completing the information for each section in the registration process, click the "Complete and Move" button to proceed to the next step. Once you have finalized your child's registration and clicked "Submit", you will receive a confirmation screen and e-mail.

Please note that the following information may be accessed via the CUSD10 website at www.kahoks.org

1) Bus Transportation information (Bus Assignment Information available on August 9, after 3:30PM)
2) The 2019-2020 School Calendar
3) Medical and Health requirements and forms
4) Student and Parent Handbooks for 2019-2020
5) The Open House schedule for each school in CUSD10
6) School Supply Lists for students in grade Pre-K through grade 8
7) Information regarding Student Fees for the 2019-2020 school year
8) Free/Reduced Illinois Lunch Applications (Forms may be completed via Skyward Family Access)
9) Teacher Assignment for students in grades K-6 (Available on August 9 after 3:30PM)

If, at any time you lose or forget your Skyward username and/or password, you may retrieve this information by going to the Skyward Family Access registration login page and click the "Forgot username or password" tab located beneath the password entry bar. *If you need assistance with on-line student registration process, you may come to any of the Open Computer Lab sessions listed below.*

On-Line Registration Assistance	Date and Time
Kreitner Elementary School **9000 College,** **Collinsville, IL 62234**	**July 17, 2019** **2:00 PM – 7:00 PM**

On-Line Registration & Enrollment Assistance	Date and Time
Collinsville High School **2201 South Morrison Avenue** **Collinsville, IL 62234**	**July 23, 2019 (A-K) and July 24, 2019 (L-Z)** **1:00 PM – 7:00 PM**

NOTE: Only Collinsville High School Students will need to attend Centralized Registration on either July 23 or July 24 in order to receive class schedules, textbooks, Chromebook, ID picture, P.E. uniforms and to reserve parking. All other students (grade K-8) may complete the entire registration process Online via the Skyward Family Access Portal beginning ***July 15, 2019 (6:00 PM).***

When can I find out who my child's teacher is and/or my child's class schedule?

Collinsville High School Students must attend Centralized Registration on either July 23 (A-K) or July 24 (L-Z) from 1:00PM - 7:00PM in order to receive their class schedule as well as PE Uniforms, Athletic Participation Information, CHS Bands Information, Parking Assignments (Qualified students in grades 11 and 12), Driver's Education Information, Photo IDs, Textbooks and Chromebooks.

Collinsville Middle School Students: Class Schedules will be available at the CMS Move-In Day on August 7 (1:00PM – 7:00PM) and August 8 (8:00AM – 4:00PM) and via the Skyward Family Access Portal on August 7 (1:00PM). Parents/Guardians may log into their account (using their Username and Password) and access their child's teacher information via the Schedule Tab (from the menu options on the left) on August 7 (1:00PM).

Dorris Intermediate School and Elementary School Students may access their teacher assignment via the Skyward Family Access Portal. Parents/Guardians may log into their account (using their Username and Password) and access their child's teacher information via the Schedule Tab (from the menu options on the left) on August 9 (after 3:30PM).

When can I find out my child's bus information?

Students may access their bus transportation information via the Skyward Family Access Portal. Parents/Guardians may log into their account (using their Username and Password) and access their child's bus information via the Student Information menu link (on the left). On the Student Information screen, parents/guardians will click View Bus Schedule to view the assigned bus number. Parents/Guardians should then click the View Pickup/Dropoff Bus Stops link to see detailed information regarding the bus stop. This information will be available on August 9 (after 3:30PM).

Enrollment of New Students
to the Collinsville School District

Students NEW to the Collinsville School District are required to enroll at the Collinsville Unit 10 Administration Office at 123 West Clay Street. A parent/guardian must be present to complete the enrollment process.

Must present a certified or registered birth certificate for the student at the time of enrollment.
(Note: If a birth certificate is unavailable, the parent may present other reliable proof of the child's identify and age that is supported by a sworn statement explaining why the birth certificate is not available (ie. Passport, Visa or other governmental documentation of a child's identity).

Must present proof of residency within the District by providing the required number of documents from each of the following categories:

Category I (One document showing proper name and address is required)
Most recent residential property tax bill and proof of payment, e.g., canceled check or Form 1098 (homeowners)
Mortgage papers (homeowners)
Signed and dated lease and proof of last month's payment, e.g., canceled check or receipts (renters)
Letter from manager and proof of last month's payment, e.g., canceled check or receipt (trailer park residents)
Letter of residence from landlord in lieu of lease (7:60-AP2, E1)
Letter of residence to be used when the person seeking to enroll a student is living with a District resident (7:60-AP2, E2)

Category II (Two documents showing proper name and address are required)
Current Illinois Driver's license or temporary Illinois Driver's license
Consular Identification card, Green card, Visa, U.S. Passport or current State Identification card
Current Vehicle registration
Current Voter registration
Most recent (within 60 days) utility bill, e.g., gas, electric, cable television, trash, water (No cell phones)
Current major credit card bill
Current public aid card
Current homeowners/renters insurance policy and premium payment receipt
Receipt for moving van rental

Anyone with a Custody Order Seeking to Enroll a Student
Presents court order, agreement, judgment, or decree that awards or gives custody of the student to any person (including divorce decrees awarding custody to one or both parents).

Non-Parent Seeking to Enroll a Student
Must complete and sign *Evidence of Non-Parent's Custody, Control, and Responsibility of a Student* form, *Affidavit of Enrollment and Residency*, along with District approval. (This must be completed on a yearly basis). School Board exhibit 7:60-AP2, E3

IMPORTANT:
The School District reserves the right to evaluate the evidence presented, and merely presenting the items listed in this Procedure does not guarantee admission.

WARNING:
If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for nonresident tuition from the date the student began attending a District school as a nonresident pursuant to Illinois School Code (105 ILCS 5/10-20.12a(a). A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e). A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that District without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f).