

2016-2017 Walk-In Verification & Registration Process

Dear Parents and Guardians,

Welcome to the 2016-2017 school year! Please follow the instructions carefully and complete the verification process as soon as possible. It is important that you review *all* information before submission. Thank you!

Step 1: IPSD 204 and Technology

Technology resources are a valuable part of the education process at IPSD. The use of electronic networks is available to district students. The uses of technology resources are outlined in the Board of Education Policies (6:235 Access to Electronic Networks & 6:220 Bring Your Own Technology), the Authorization for Electronic Network Access / Acceptable Use Guidelines - Electronic Networks, and Acceptable Use Guidelines - BYOT. These policies and guidelines can be viewed on the district website under Tech Services->Policies and Guidelines (<http://tech.ipspd.org>). As part of Google Apps for Education, all secondary students are issued a district-assigned email account. Middle school Google accounts have limited access to the outside world while high school accounts have full access. Elementary students may be assigned an email account with limited access to the outside world at teacher discretion with affirmative permission from you. For more information please visit <http://goo.gl/qh8uuJ>. Students will be able to access internet resources and use personal technologies unless a parent/guardian chooses to opt-out by contacting the main office at the child's school. An opt-out policy is also used for other permissions related to technology including the use of student photos and information in publications. Please verify these permissions during online verification.

Step 2: Complete Online Verification (Detailed instructions for completion can be found on page 2 of this document)

- Login to Home Access Center (<https://hacipe.sungardk12saas.com/HomeAccess>).
- Follow the "New" link found in the "Update Student Information" tab, in the "Registration" section.
- Verify the information on file is correct for each student – please review *all* information and make need changes.
 - When completing online verification, please note the permissions section, this is an opt-out section. To remove permission un-check the appropriate box.
- Detailed Directions & Help can be found on the District's eSchool Home Access webpage (<http://goo.gl/hNd5Fs>).
- Complete this process for *each* student returning to IPSD for the 2016-2017 school year.
- IMPORTANT: If you do not complete the online verification prior to attending walk-in registration, you will need to do it at that time. This will greatly extend the amount of time it will take you to complete registration.**
- If online verification, registration and proof of residency are not completed:
 - *High School* schedule and locker information will not be made available.
 - *Middle School* team, schedule and locker information will not be made available.
 - *Elementary School* homeroom teacher information will not be made available.

Step 3: Attend Walk-In Registration (Below are the items you will be required to complete.)

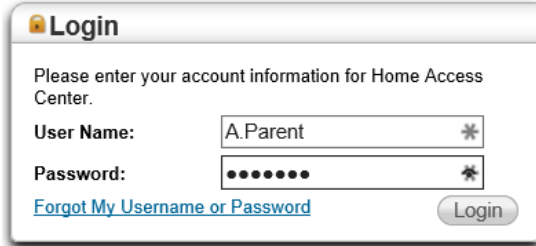
- Student Health Card
- Fee Statement Form – Include check payable to **SCHOOL DISTRICT #204**. One check for all students attending one school may be written, however, please *fill out a separate fee statement for each student*. Do NOT staple checks to the form. (Note – parents can use MyPaymentsPlus, <https://www.mypaymentsplus.com>, for school fees. A 4.75% service charge will apply.)
- Dental - All students entering second (2) and sixth (6) grades are required to present proof of an oral health examination completed by a licensed dentist.
- Physical – Students who were enrolled last school year in District 204, should not need a new physical exam unless they are entering grade six (6) or nine (9).
- Athletic Physical – Students who participate in athletics must have an annual physical before they are allowed to try out, practice or receive equipment. *A 9th grade physical will cover sports for freshman year.*
- Indian Prairie Educational Foundation Program Letter
- PTSA Information

General Information

- Bus route information, when applicable, will be available on the District’s website in August.
- Parent-Student Handbooks will be available online at the start of the school year.
- If your student needs to take medication at school, authorization forms will be available at the School office.

Online Verification Directions

1. For homes with multiple students, this process will need to be completed for *each* student.
2. Login to Home Access Center @ <https://hacipe.sungardk12saas.com/HomeAccess>.



3. Guardians with multiple children...
 - a. When you log in you will be brought to the child with the lowest ID # (typically the oldest)
 - b. To switch children, click the “*Change Student*” button in the top right corner.
 - c. Then select the child you wish to view and click the “*Submit*” button.
 - d. *Note – Each student must be verified individually to complete the registration process.*
4. Follow the “Registration” icon along the top navigation bar




5. Follow the “Update Student Information” tab



6. Follow the “New” link



7. Review & complete *all* sections of the verification form.
 - a. Use the arrow buttons to move through the form. 
8. Click the “Save” button(s).
9. Click the “Submit” button. Your form will be reviewed by the school and either accepted or denied. You will receive an email notification when this step is complete. You can also view the status on Home Access.

Detailed Directions and Additional Help can be found at <http://goo.gl/hNd5Fs>