

Dear Parents and Guardians,

Welcome to the 2018-2019 school year! Please follow the instructions carefully and complete the registration process. Residency must be verified prior to beginning the registration process. 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 Registration (Detailed instructions for completion can be found on page 2 of this document)

- Login to Home Access Center (<https://ipe-hac.eschoolplus.powerschool.com/HomeAccess>). *Reminder – Residency verification must have been completed prior to logging in to Home Access to complete registration.*
- 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 registration, 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 2018-2019 school year.
- IMPORTANT: If you do not complete the online registration 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 proof of residency and registration 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.)

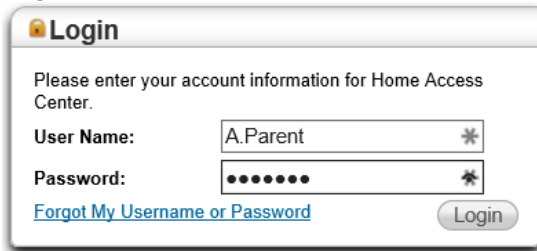
- Student Health Card*
- Fee Statement Form* – Payment can be made electronically at <https://www.pushcoin.com>, please fill out a separate fee statement for each student and return to the school. Checks can be dropped with the fee statement to the school.
- Dental* - All students entering second (2) 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 9<sup>th</sup> 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 Registration Directions

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



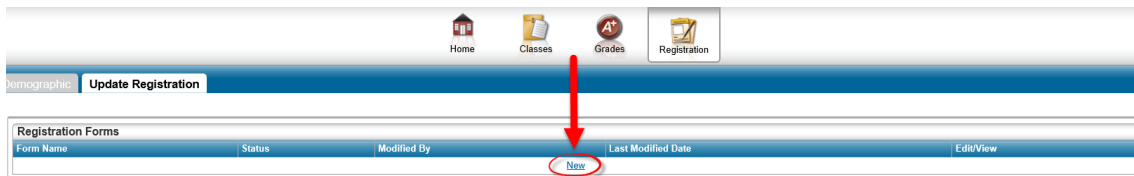
3. Guardians with multiple children...
  - a. When you log in you will be brought to the child with the lowest ID # (typically the oldest)
  - b. To switch children, click the “Change Student” button in the top right corner.
  - c. Then select the child you wish to view and click the “Submit” button.
  - d. *Note – Each student must be submitted 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 online registration 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>