

2019-2020 Walk-In Verification & Registration Process

Dear Parents and Guardians,

Welcome to the 2019-2020 school year! To complete the registration process, please review and follow the instructions provided in this packet. As a reminder, residency must be verified before starting the registration process. It is important that you review *all* of your child's information before turning in your completed registration packet.

Step 1: About District 204 Technology

Technology is a valuable part of the education experience in the District. The use of District electronic networks are available to students. The use of these resources is outlined in the Board of Education Policies (6:220 Bring Your Own Technology, 6:235 Access to Electronic Networks and 7:190 Student Behavior), the "Authorization and Acceptable Use Guidelines for Electronic Network Access." These policies and guidelines can be viewed on the District Technology Services website at <http://tech.ipisd.org> by clicking on "Policies and Guidelines."

As part of Google Suite for Education, your child may be issued a District-assigned email account. For more information and answers to Frequently Asked Questions about Google Suite for Education, please visit <https://support.ipisd.org>.

- Elementary students are not issued an email account automatically. Students can receive an email account with limited access to the outside world at a teacher's discretion with your consent and permission.
- Middle school are issued an email account and have limited access to receive/send email to District accounts only.
- High school students are issued an email account and have full access to receive/send email to District and non-District email accounts.

Students will be able to access online resources and use their own personal technologies unless you choose to opt-out by contacting the Main Office at your child's school. You may also opt-out of District Directory Information, such as the use of student photos and information in publications. Please review each of these permissions during the online verification process.

Step 2: Complete Your Child's Online Registration

Detailed instructions are available on the District's online Support Center at <http://bit.ly/hac-faqs>. Complete the following steps for *each* student returning to IPSD for the 2019-2020 school year.

- Login to Home Access Center (<http://bit.ly/ipisd-hac>).
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 child. 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.

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 and Complete Walk-In Registration

You will be required to complete each of the items below during walk-in registration:

- Student Health Card** – Fill out this form completely.
- Fee Statement Form** – Payments can be made either [A] online at <https://www.pushcoin.com> by completing a separate fee statement for each child; or [B] by check and turned in to the school with a printed fee statement.
- Dental** – All students entering second (2) and sixth (6) grades are required to provide 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).

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- Athletic Physical** – Students who participate in athletics must have an annual physical before they can try out, practice or receive equipment. A 9th grade physical will cover sports for freshman year.
- Indian Prairie Educational Foundation Program Letter**
- Parent Teacher Student Association (PTSA) Information**

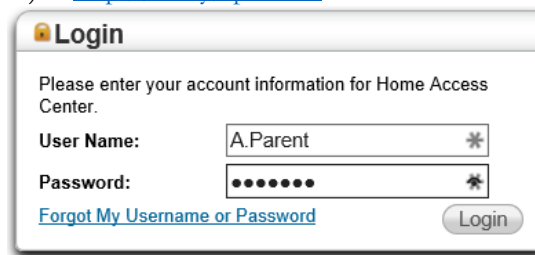
General Information

- 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

For families with multiple children attending District 204 schools, complete the following steps for *each* child:

1. Login to Home Access Center (HAC) at <http://bit.ly/ipspd-hac>.



For families with multiple children:

- a. When you log in to HAC, you will first view the child who has the lowest student ID # (typically the oldest)
- b. To view your other 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.

IMPORTANT: Each student must be verified individually to complete the registration process.

2. Click the “Registration” icon along the top navigation bar.



3. Click the “Update Student Information” tab.



4. Click the “New” link.



5. Review & complete *all* sections of the verification form. Click the “Save” button(s) to save your progress as you work on the verification forms. To move through the form, use the “Next Section” and “Previous Section” buttons.



6. When you are finished with each of the sections, click the “Submit” button. Your form will be reviewed by your child’s school and either accepted or denied. You will receive an email notification when this step is completed and view your child(ren’s) registration status on Home Access Center.

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