

ONLINE REGISTRATION 2011-2012

WE ARE IMPLEMENTING AN EXCITING NEW ENROLLMENT SYSTEM BEGINNING WITH THE 2011-2012 SCHOOL YEAR. WE ARE REPLACING OUR PREVIOUS PAPER REGISTRATION PRACTICES WITH AN ONLINE PROCESS. CUSTOMIZED, SECURE AND EASY TO USE REGISTRATION FORMS WILL BE AVAILABLE TO OUR FAMILIES FROM OUR WEBSITE (WWW.BPD3.ORG). INFOSNAP ONLINE REGISTRATION IS ACCESSIBLE FROM ANY INTERNET CONNECTION, 24/7/365 AND THERE IS NO REPETITIVE DATA ENTRY. THE ONLINE REGISTRATION PROCESS IS AVAILABLE IN ENGLISH AND SPANISH. INFOSNAP HELP/SUPPORT WILL BE AVAILABLE 24/7/365 VIA EMAIL (PHONE SUPPORT WILL BE AVAILABLE AS WELL).

KEY DATES:

MAY 16 – JUNE 3

KINDERGARTEN STEP 1 (AT DISTRICT OFFICE)

BEGINNING JUNE 6

NEW STUDENTS STEP 1 (AT DISTRICT OFFICE)

JUNE 26 – JULY 16

ONLINE REGISTRATION

- KINDERGARTEN STEP 2 OF 2
- NEW STUDENTS STEP 2 OF 2
(IF YOU MOVE TO THE AREA AFTER THIS TIME YOU WILL BE ABLE TO REGISTER ONLINE AFTER THESE DATES.)
- RETURNING STUDENTS STEP 1 OF 1

REGISTRATION STEPS

KINDERGARTEN STUDENTS

STEP 1 OF 2:

PARENTS/GUARDIANS OF STUDENTS ENTERING KINDERGARTEN FOR THE 2011-2012 SCHOOL YEAR WILL NEED TO VISIT THE DISTRICT OFFICE BETWEEN MAY 16 AND JUNE 3, MONDAY THROUGH THURSDAY BETWEEN 9 AM AND 2:30 PM. CHILDREN MUST BE FIVE YEARS OLD ON OR BEFORE SEPTEMBER 1ST TO ENROLL IN KINDERGARTEN. THE FOLLOWING ITEMS ARE REQUIRED:

- PROOF OF RESIDENCY - A MINIMUM OF TWO PROOFS OF RESIDENCY ARE REQUIRED (NO EXCEPTIONS). YOU MUST HAVE ONE ITEM FROM CATEGORY 1 AND ONE ITEM FROM CATEGORY 2 LISTED BELOW.
- CERTIFIED BIRTH CERTIFICATE (NOT THE HOSPITAL'S VERSION)
- PHYSICAL / IMMUNIZATION RECORD
- VISION EXAM
- DENTAL EXAM

NOTE: HEALTH FORMS ARE AVAILABLE ON OUR WEBSITE, WWW.BPD3.ORG, UNDER THE SCHOOL INFORMATION HEADING.

WHEN YOU PROVIDE THE PROPER DOCUMENTS AT THE DISTRICT OFFICE YOU WILL THEN RECEIVE YOUR INSTRUCTIONS FOR REGISTERING YOUR STUDENT ONLINE.

STEP 2 OF 2:

ONLINE REGISTRATION WILL TAKE PLACE BETWEEN JUNE 26 AND JULY 16.

NEW STUDENTS

STEP 1 OF 2:

PARENTS/GUARDIANS OF STUDENTS NEW TO OUR DISTRICT FOR THE 2011-2012 SCHOOL YEAR WILL NEED TO VISIT THE DISTRICT OFFICE DURING THE SUMMER (AFTER JUNE 6TH), MONDAY THROUGH THURSDAY BETWEEN 9 AM AND 2:30 PM. THE FOLLOWING ITEMS ARE REQUIRED:

- PROOF OF RESIDENCY - A MINIMUM OF TWO PROOFS OF RESIDENCY ARE REQUIRED (NO EXCEPTIONS). YOU MUST HAVE ONE ITEM FROM CATEGORY 1 AND ONE ITEM FROM CATEGORY 2 LISTED BELOW.
- CERTIFIED BIRTH CERTIFICATE (NOT THE HOSPITAL'S VERSION)
- PHYSICAL / IMMUNIZATION RECORD
- VISION EXAM (FOR STUDENTS IN KINDERGARTEN OR 1ST GRADE AND ALL OUT OF STATE TRANSFERS).

- DENTAL EXAM (FOR STUDENTS IN KINDERGARTEN, 2ND OR 6TH GRADE).
- STUDENTS TRANSFERRING FROM AN ILLINOIS SCHOOL WILL NEED TO PROVIDE THE ILLINOIS STUDENT TRANSFER FORM WHILE STUDENTS FROM OUT OF STATE WILL NEED TO PROVIDE A CURRENT REPORT CARD.

NOTE: HEALTH FORMS ARE AVAILABLE ON OUR WEBSITE, WWW.BPD3.ORG, UNDER THE SCHOOL INFORMATION HEADING.

WHEN YOU PROVIDE THE PROPER DOCUMENTS AT THE DISTRICT OFFICE YOU WILL THEN RECEIVE YOUR INSTRUCTIONS FOR REGISTERING YOUR STUDENT ONLINE.

STEP 2 OF 2:

ONLINE REGISTRATION WILL TAKE PLACE BETWEEN JUNE 26 AND JULY 16. NEW STUDENTS WHO MOVE INTO THE DISTRICT AFTER THIS TIME WILL BE ABLE TO REGISTER ONLINE AFTER THESE DATES.

RETURNING STUDENTS

STEP 1 OF 1:

PARENTS/GUARDIANS OF STUDENTS CURRENTLY ENROLLED IN THE BEACH PARK SCHOOL DISTRICT WILL RECEIVE A LETTER WITH INSTRUCTIONS AND YOUR UNIQUE PASSWORD FOR ONLINE REGISTRATION PRIOR TO JUNE 26TH. YOU WILL BE REQUIRED TO REGISTER YOUR STUDENTS FOR THE 2011-2012 SCHOOL YEAR ONLINE BETWEEN JUNE 26 AND JULY 16.

*RETURNING STUDENTS ARE THOSE STUDENTS WHO WERE ENROLLED IN AND ATTENDING OUR SCHOOL DISTRICT UPON CONCLUSION OF THE 2010-2011 SCHOOL YEAR.

NOTE: PARENTS/GUARDIANS OF STUDENTS CURRENTLY ENROLLED IN THE BEACH PARK SCHOOL DISTRICT WHO REGISTERED WITH AN AFFIDAVIT OF RESIDENCY WILL BE REQUIRED TO PROVE RESIDENCY AT THE DISTRICT OFFICE IN ORDER TO PROCEED TO ONLINE REGISTRATION.

PROOF OF RESIDENCY DOCUMENTS (REQUIRED FOR KINDERGARTEN & NEW STUDENTS):

CATEGORY 1

- CURRENT LEASE
- CURRENT MORTGAGE
- CURRENT LETTER FROM MANAGER AND PROOF OF LAST TWO MONTHS PAYMENTS FOR TRAILER PARK RESIDENTS (CANCELLED CHECKS OR RECEIPTS REQUIRED)
- CURRENT TAX BILL
- AGREEMENT OF SALE FOR A RESIDENTIAL PROPERTY SIGNED BY SELLER & PARENT/CUSTODIAN AS BUYER, WITH CLOSING DATE WITHIN 60 CALENDAR DAYS AFTER THE REQUESTED ENROLLMENT DATE. NOTE: A CERTIFIED OR CASHIER'S CHECK IN THE AMOUNT OF \$3,000 PER CHILD IS REQUIRED, AS WELL AS ACCEPTANCE IN WRITING TO CONDITIONS STATED IN A CONTRACT SIGNED BY PARENT (GUARDIAN) AND AUTHORIZED SCHOOL DISTRICT PERSONNEL (CHECKS WILL BE HELD FOR 60 DAYS AND CASHED ON THE 61ST DAY IF PROOF OF RESIDENCY WITHIN OUR DISTRICT HAS NOT BEEN PROVIDED ACCORDING TO DISTRICT PROCEDURES).

CATEGORY 2

- CURRENT BANK STATEMENT
- CURRENT PUBLIC AID CARD
- CURRENT HOMEOWNERS/RENTERS INSURANCE POLICY OR PREMIUM PAYMENT RECEIPT
- CURRENT GAS, ELECTRIC, WATER, OR TELEPHONE (NOT CELL) BILL
- CURRENT CREDIT CARD STATEMENT
- CURRENT CABLE STATEMENT

PAYMENT OF FEES IS EXPECTED AT THE TIME OF ONLINE REGISTRATION. WE WILL NOW OFFER THROUGH ONLINE REGISTRATION THE ABILITY TO PAY FOR SCHOOL FEES USING PAYSCHOOLS. THIS MEANS YOU WILL NOW BE ABLE TO PAY FOR FEES USING A CREDIT CARD, DEBIT CARD, OR ELECTRONIC CHECK. PAYMENT PLANS WILL ALSO BE AVAILABLE.