

Dear Parents/Guardians,

As we head into the final weeks of school and begin to prepare for the 2018-2019 school year, I want to share with you some important information regarding registering your student(s) for the upcoming school year. Online Registration for the 2018-2019 school year will **open on April 30th and close on May 25th**.

As part of a continued focus on maintaining fiscal accountability to our taxpayers and patrons and ensuring that every tax dollar is spent on District 27 students, the District is now requiring **proof of residency** for all returning students. All parents/guardians must upload **three acceptable residency documents** before the registration process is complete. Information regarding acceptable proof of residency documents is linked to this email. Students will not be assigned a teacher or provided with a schedule until online registration is completed. A completed online registration includes uploading verification of residency documents and paying the 2018-2019 school fees. Failure to complete the registration process will result in your child being **dropped from enrollment**.

In order to begin the registration process, you must have an active Parent Portal account. You can use your same login and password information that you used last year, are using currently, or one that has been mailed to you. If you have questions about your Parent Portal account, please call Mr. Phillips at 847-205-4843 or Mrs. Holly Yanaga at 847-498-4970 ext. 4470.

If you have an incoming 2018-2019 kindergarten student, and have already registered **online**, you **do not** need to register again. If you have a graduating 8th grader, you do not need to register your student. **Registration is only for students who will be attending Northbrook School District 27 in the 2018-2019 school year.**

STEP 1 Registration Process

Log into your Parent Portal account. The landing page will have various links on the left side. Click on **Online Registration** (this is a change from previous years). Read the Online Registration directions provided. Choose Registration Year 18-19. Click on the button **Begin Registration**. Once you begin the registration process, you will be prompted to register all your children in one session. The Demographics page will contain a link that will allow you to upload your residency verification documents. You can either scan or take a picture of the required documents and then upload them during the online registration process. Approved document types include jpeg, doc, docx, pict, png, etc. Click here for a list of acceptable residency

documents. Once your documents are uploaded, continue the registration process. If you are unable to upload your Proof of Residency Documents, you can bring them to your school's front office for verification. You can also have your child turn these into the school's front office for verification.

Click on "Submit Online Registration" to complete registration.

STEP 2 Fees Payment

When you have completed the registration process, you will be directed back to your Parent Portal login page. Log back into Parent Portal and select a student (if you have multiple students, you must process fees payments for each).

The **FEES** tab will show you a summary of fees for the selected student. You may **either** write a check to District 27 **or** pay the fees online. For online fees payment, select **PAYMENTS** and follow the directions regarding registering your credit card or Echeck. If you registered your credit card or Echeck last year, **you will not need to register again**. The only time that you will need to re-register your credit card or Echeck is if you must update your credit card information; e.g., new expiration date. If you have not already done so, you must register your credit card/Echeck **before** you can pay your fees. A non-refundable Convenience Fee of \$3.50 per transaction will apply to all online fee payments. Northbrook School District 27 does not collect any payment for the convenience fee. This fee is distributed directly to the payment processing company. For payment by (paper) check, go to the Parent Portal login page and you will be able to find the 2018- 2019 Fees Form will be posted on the registration page.

You must complete **one fee payment form for each child!** You do NOT have to write a separate check for each child, however.

If you need assistance or computer access, the District will provide a walk-in registration opportunity on May 16th from 2:30 – 6:30 p.m. at the Shabonee School lobby/main entrance. The Shabonee host site is for all Hickory Point, Shabonee, and Wood Oaks registrants.

Registration will close on May 26th at 4:00 p.m.

Thank you for your attention,
James Phillips
Student Information Systems and Database Specialist