



# Lemont High School

## New Student Enrollment Instructions

*New student enrollment must be completed by a person who has legal custody of the student.*

### GETTING STARTED

- Visit the “New Student Enrollment/Residency” page on Lemont High School’s website, [www.lhs210.net](http://www.lhs210.net) (available under ‘Student Services’).
- Review the instructions that are applicable for your student.  
(Incoming Freshmen - Non-Old Quarry; Incoming Freshmen - Old Quarry; Transfer Students)
- Download the appropriate documents.
- Collect all the documents you will need to upload to the school (scans or images of: birth certificate, Category A and B residency materials, parent/guardian driver’s license/ID, most recent immunization records).

### NEW STUDENT ONLINE ENROLLMENT MODULE

*You will access this module in one of two ways.*

#### **PARENTS/GUARDIANS WITH CURRENT LEMONT HIGH SCHOOL STUDENTS**

*(Includes students in grades 9-12, as well as 8th Grade Math students)*

- Use your current credentials to log in to Skyward Family Access. (**Helpful tip:** If you have misplaced your credentials, click on the “Family Access” link at the top of the school’s website, then click on “Forgot your Login/Password?” to retrieve your credentials.)
- After logging in to Family Access, click on “New Student Enrollment” on the left side of the page.
- Complete the New Student Online Enrollment module (please see page 2 for instructions).

#### **PARENTS/GUARDIANS WITHOUT CURRENT LEMONT HIGH SCHOOL STUDENTS**

- On the “New Student Enrollment/Residency” page, click the link that says:  
***Click here to access the New Student Online Enrollment module***
- Enter the required information; an email will be generated to you with your temporary login credentials.
- Click on the “Family Access” link at the top of the school’s website and use your credentials to log in. It may be necessary for you to choose “New Student Enrollment” from the dropdown menu.
- Complete the New Student Online Enrollment module (please see page 2 for instructions).

### NOTE FOR NON-OLD QUARRY INCOMING FRESHMEN

- At your earliest convenience, provide the “Request for Release of Student Information” form **to the student’s grade school or middle school**. This is the only way schools can provide your student’s records, including standardized test scores, to Lemont High School.

### NOTE FOR TRANSFER STUDENTS

- After completing the New Student Online Enrollment module, contact School Registrar **Colleen Amberg** to set up an enrollment appointment.

***Parents/guardians with student enrollment questions should contact  
School Registrar Colleen Amberg at either [camberg@lhs210.net](mailto:camberg@lhs210.net) or (630) 243-3218.***

## STEP I

- Complete **ALL** fields (including non-required fields) for which you or your student have data.
- Please click the button for the appropriate school year:
  - If the student will begin at Lemont High School immediately, choose “Current School Year” and enter the anticipated date of enrollment.
  - If the student will begin at Lemont High School at the beginning of the next school year, choose “Next School Year” and check the “First Day of School” box.
- Choose “Lemont High School” from the “Enrolling in:” dropdown.
- Once finished, hit the “Complete Step I and move to Step 2” button.

Asterisk (\*) denotes a required field Please Note: Only one step may be edited at a time

**Step 1: Student Information** Edit View Only Save Save and Collapse Step

\* Last Name:  \* First Name:  Middle Name:

Name Suffix:  \* Gender:

\* Date of Birth:  Age:  \* Birth City:  \* Birth State:

\* Birth Country:  Birth County:

\* Primary Guardian's Email Address:

\* Is Student Hispanic/Latino?:

\* Federal Race: (select all that apply)  
 American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment  
 Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam  
 Black or African American - A person having origins in any of the black racial groups of Africa  
 Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands  
 White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

\* Language Spoken Most:  \* Native Language:

\* Language Spoken at Home:

Previous School District:  School in the District Student Previously Attended:

-Please choose "Current School Year (2021 - 2022)" if your student is transferring to Lemont High School right now.  
-Please choose "Next School Year (2022 - 2023)" if your student will begin attending at the start of the 2022-23 school year. Check the "First Day of School" Box for the student's expected enrollment date.

\* What School Year are you enrolling your student into?  Current School Year (2021 - 2022)  Next School Year (2022 - 2023)

\* Expected Enrollment Date:    
(The first day of school is 08/16/2021)

\* Expected Grade Level:  \* Enrolling in:

Additional Information:  
(on the Student for the District)

Maximum characters: 5000, Remaining characters: 5000

Complete Step 1 and move to Step 2: Family/Guardian Information Complete Step 1 Only

## STEP 2

- Enter the “Primary Phone” and “Home Address” information.
- Enter the information for the primary guardian.
- If there is a second primary guardian who lives at this address, click the button for: **“Yes, I want to Add another Legal Guardian who lives at this address”**
- Enter the information for the secondary guardian.
- If there are additional primary guardians **who live at this address**, repeat the steps. Once there are no more guardians to add, click the button for: **“No other Legal Guardians live at this Address”**.
- If the student **does not** have a legal guardian living at a different address, click the button for: **“No, Complete Step 2 and move to Step 3”**
- If the student **does** have a legal guardian living at a different address, click the button for: **“Yes, I want to Add a Legal Guardian who lives at a Different Address”**
- After adding the information for any individuals living in the second family, click the button for: **“No, Complete Step 2 and move to Step 3”**

Step 2: Family/Guardian Information

**Enter Information for the Primary Guardian and the Family this Student lives with**

**Enter Information for the Family this Student lives with**

\* Primary Phone: (630) 257-5838

\* Home Address: House #: 1060 Direction: W Street Name: Addison Street SUD: #:#  
P.O. Box: Address 2: City: Chicago State: IL Zip Code: 60612

**Enter Information for the Primary Guardian of the Family this Student lives with**

\* Last Name: Calloway \* First Name: Curtis Name Suffix:  
\* Relationship to Child: Father  
\* Cell Phone: (773) 202-5862 Work Phone: (800) 588-2300 \* Contact Email Address:  
\* Language: English

Are there other Legal Guardians who live at this address?

**Enter Information for a Guardian of the Family this Student lives with**

\* Last Name: Murphy \* First Name: Aretha Name Suffix:  
\* Relationship to Child: Step-mother  
\* Cell Phone: (773) 867-5309 Work Phone: \* Contact Email Address: queenofsoul@arista.com  
\* Language: English

Are there other Legal Guardians who live at this address?

Are there other Legal Guardians who live at a different address?

**Step 2A: Enter Information for the Family and a Guardian that lives at a different address**

**Enter Information for the Family that lives at a different address**

\* Primary Phone: (877) 527-7454

\* Home Address: House #: 1800 Direction: Street Name: Normal Avenue SUD: APT #:# 2B  
P.O. Box: Address 2: City: Calumet City State: IL Zip Code: 60409

**Enter Information for a Guardian of the Family that lives at this address**

\* Last Name: Freeman \* First Name: Mary Name Suffix:  
\* Relationship to Child: Mother  
\* Cell Phone: (877) 527-7454 Work Phone: Contact Email Address:  
\* Language: English

Are there other Legal Guardians who live at this address?

Are there other Legal Guardians who live at a different address?

### STEP 3

- Click the “Choose File” button next to ‘Birth Certificate’ and upload the appropriate file.
- Click the “Choose File” button next to ‘Category A Proof’ and upload the appropriate file (consult the Enrollment Checklist for documentation that may be used).
- Click the “Choose File” button next to ‘Category B Proof-1’ and upload the appropriate file (consult the Enrollment Checklist for documentation that may be used).
- Click the “Choose File” button next to ‘Category B Proof-2’ and upload the appropriate file (consult the Enrollment Checklist for documentation that may be used).
- Click the “Choose File” button next to ‘Immunization Records’ and upload the appropriate file (this can be the immunization data from the student’s most recent physical or data pulled from an online patient portal).
- Click the “Choose File” button next to ‘Parent/Guardian ID’ and upload the appropriate file.
- After uploading the required files, click the button for:  
**“Complete Step 3 and move to Step 4”**

**Step 3: Requested Documents**

**Instructions for completing the Requested Documents**

Use the “Choose File” buttons to upload a file that corresponds to the requested documents.

Birth Certificate:	<input type="button" value="Choose File"/>	No file chosen
Category A Proof:	<input type="button" value="Choose File"/>	No file chosen
Category B Proof - 1:	<input type="button" value="Choose File"/>	No file chosen
Category B Proof - 2:	<input type="button" value="Choose File"/>	No file chosen
Immunization Records:	<input type="button" value="Choose File"/>	No file chosen
Parent/Guardian ID:	<input type="button" value="Choose File"/>	No file chosen

**Step 3: Requested Documents**

**Instructions for completing the Requested Documents**

Use the “Choose File” buttons to upload a file that corresponds to the requested documents.

Birth Certificate:	pdf	<input type="button" value="Remove File"/>
Category A Proof:	pdf	<input type="button" value="Remove File"/>
Category B Proof - 1:	pdf	<input type="button" value="Remove File"/>
Category B Proof - 2:	pdf	<input type="button" value="Remove File"/>
Immunization Records:	pdf	<input type="button" value="Remove File"/>
Parent/Guardian ID:	pdf	<input type="button" value="Remove File"/>

## STEP 4

- Click the “Student Residency Form” button, provide the appropriate responses, type your name and provide the date at the bottom of the page, and hit “Save” at the top right of the screen.
- Click the “General Information” button, provide the appropriate responses, type your name and provide the date at the bottom of the page, and hit “Save” at the top right of the screen.
- Once you have completed both forms, click the button for:  
**“Complete Step 4”**

**Step 4: Additional District Forms** [Edit](#) [View Only](#) [Save](#) [Save and Collapse Step](#)

**Instructions for completing the Additional District Forms**

Each button below links to a form that must be completed prior to submitting the New Student Enrollment application.

Asterisk (\*) denotes a required form

\* Required Form: [Enrollment - Student Residency Form - 2021-22](#)  This form *has been completed*

\* Required Form: [Enrollment - General Information - 2021-22](#)  This form *has been completed*

[Complete Step 4](#)

## STEP 5

- Once all four steps are shown as having been completed, click the button for:  
**“Submit Application to the District”**

Asterisk (\*) denotes a required field      Please Note: Only one step may be edited at a time

**Step 1: Student Information** [Edit](#) [View Only](#) ✔ Date Completed: 10/22/2021

**Step 2: Family/Guardian Information** [Edit](#) [View Only](#) ✔ Date Completed: 10/22/2021

**Step 3: Requested Documents** [Edit](#) [View Only](#) ✔ Date Completed: 10/22/2021

**Step 4: Additional District Forms** [Edit](#) [View Only](#) ✔ Date Completed: 10/22/2021

[Submit Application to the District](#)

\* All steps must be Completed before an Application can be Submitted \*