

O'Fallon Township High School District #203 REGISTRATION

OTHS Registration is mandatory for all students and will be held online for all grade levels including incoming feeder school freshman students. Only families that require an affidavit of residency or need to use a computer must register in-person. Please read carefully through the registration information detailed below.

Online Registration

- Online Registration will open on June 26, 2023, for incoming feeder school 9th graders and returning 10th -12th grade students that **do not** require an affidavit of residency.
- Returning OTHS families will use their OTHS District #203 Skyward Family Access login and password credentials to complete the online registration. For issues related to Skyward Family Access login credentials, contact the OTHS Computer Department via email: [Computer Department Email](#) or by phone at 618-632-3507.
- Feeder School freshman family's Skyward login and password information will be mailed to the address on file by mid-June. If families have current upperclassmen, they may use that login information to register their incoming freshman online.

In-person Registration – Required for Affidavit of Residency

- Only families that require an affidavit of residency or need to use a computer must register on the Smiley campus in room 611 on the following dates and times:
 - Wednesday, July 26th: 12:00 pm - 7:00 pm
 - Tuesday, August 1st: 7:30 am - 2:30 pm

District Walk-through Dates and Times:

- Smiley and Milburn campuses will be open on the dates and times listed below for students take ID photos, pay fees, place money on lunch accounts, purchase parking permits, pick up electronic devices, meet with OTHS School Counselors for schedule changes, and walk-through the buildings to locate classrooms or lockers.
 - Wednesday, Aug. 2nd – 7:30 am – 2:30 pm
 - Thursday, Aug. 3rd – 12:00 pm – 7:00 pm
 - Wednesday, Aug. 9th – 7:30 am – 2:30 pm
 - Thursday, Aug. 10th – 12:00 pm – 7:00 pm
 - Friday, August 11th – 7:30 am – 2:30 pm

Requirements For Incoming Freshman Students

- CERTIFIED state issued Birth Certificate (issued from the County of the child's birth).

Requirements For ALL Students

- Two current Proofs of Residency are required. To assist you, the list of approved residency documents is provided below. If you are unable to scan and attach required documents through skyward, materials may be emailed as an attachment to the appropriate grade level email addresses: freshmen@oths.us , sophomore@oths.us , Junior@oths.us , Senior@oths.us .

For questions regarding the OTHS District #203 Registration, contact Twana Dollison at dollisont@oths.us

One current document from both column A and column B is required	
Column A	Column B
You must have one document from column A	You must have one document from column B
<p>Current Lease or Mortgage (must be current and cover the academic year)</p> <p>Note: If you have a “rollover” lease, your landlord must provide, on legal letterhead, a typed, signed, and dated letter confirming your residence for the upcoming school year. The letter must contain the landlord’s name and current phone number.</p>	<p>Utility Bill – this can be water, cable, gas, or phone</p> <p>The utility bill must prove services are being provided to the address listed on the document from Column A. As a result, items that do NOT count are credit cards, cell phones, checking accounts, etc.</p>
Home/Rental Insurance (must be current)	NOTE: A voter registration card can no longer be accepted as it does not show a utility service being provided to the address.
Property tax bill/receipt	

Health Requirements

- All physicals and medical forms should be submitted via email as attachments to nursemilburn@oths.us or Nursesmiley@oths.us .

Incoming 9th Graders (Freshman)

- State of Illinois Physical (Sports physicals do NOT count for this requirement)
- Immunization Record (Complete and up to date)
- Dental Examination Record

New Students:

- Illinois Eye Exam or Eye Exam Waiver
- State of Illinois Physical (Sports physicals do NOT count for this requirement)

All 12th Graders (Seniors)

- 2nd of the Meningitis Vaccine (MCV)

Visit the [Nurse Web Page](#) on the OTHS website for additional medical requirements and forms.

OTHS Student Fees

All fees may be paid either online through Skyward Family Access, or in the district office at Smiley or Main office at Milburn.

Note: Only Cash, Check, or Money Order are acceptable forms of payment in the district Office at Smiley or Main Office at Milburn

- Registration/Books/Technology Fee: \$175.00
- Athletic Participation: \$150.00/sport
- Marching Band/Show Choir-Participation: \$150.00/activity
- Extracurricular Participation Maximum: \$300.00/student
- Parking Passes: \$100.00/year or \$50/semester – Smiley Only – students may not have outstanding fees to purchase a parking pass.

Federal Income Eligibility Forms: Free and reduced lunch forms for the 2023-2024 school year will be available online and on both campuses after July 1, 2023.

Food Service Fees: Payable online through Skyward Family Access or directly to Director of Dining Services in the Smiley School Cafeteria.