

The below information is being shared with feeder school families regarding the OTHS District 203 Registration process. This process is separate from the 9<sup>th</sup> grade course selection process that occurred with 8<sup>th</sup> grade students at the feeder schools. All students, including feeder school students, are required to complete the District Registration process each year.

## OTHS District 203 Registration

### 2024-2025 School Year

OTHS District 203 Registration for the 2024-2025 school year is mandatory for all returning OTHS students and incoming feeder school students. Registration will be completed online for all grade levels, including incoming feeder school students, starting June 25, 2024.

#### On-Line Registration

- Families will use their Skyward Family Access login credentials to access the on-line registration.
- District registration must be completed, and students must be registered before the first day of school on August 13, 2024.
- A cell phone cannot be used to register students online.

#### Required Attachments

- **Upload a valid driver's license or state/federal-issued ID of the student's legal parent/guardian.**
- Upload two residency documents. The list of approved residency documents is provided below.
- Upload a certified copy of the student's state-issued birth certificate from the county of the child's birthplace.

If you cannot scan and attach documents through Skyward, email the material as an attachment to [freshmen@oths.us](mailto:freshmen@oths.us).

#### In-person Registration

- Who should attend in-person registration?
  - Families that require an affidavit (families that do not own or rent property within District #203 boundary lines and require approval to reside in the district). Both the host family and guest family must attend In-person registration.
  - Families that require technological support must register in person.
- When is in-person registration?
  - Tuesday, July 23, from 12:00 pm – 7:00 pm, Smiley campus in room 611.
  - Tuesday, July 30, from 7:30 am – 2:30 pm, Smiley campus in room 611.
- What should I bring to in-person registration?
  - Provide a photo ID (driver's license, state, or federal ID) of the legal parent/guardian.
  - Bring copies of your proof of residency. These copies will not be returned. One copy of documentation from Colum A and Colum B. See chart below.

## REQUIRED PROOF OF RESIDENCY DOCUMENTS

(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- 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. Credit cards, cell phones, checking accounts, etc., do not count.</p>
Home/Rental Insurance (must be current)	
Property tax bill/receipt	

\* Falsifying residency information for the purpose of a child attending school in a district is a Class C misdemeanor. Scheduled students found to be living outside of the district will be dropped.

### Health Requirements

- Physical- Submit physical and medical forms via email as attachments to [nursemilburn@oths.us](mailto:nursemilburn@oths.us). State of Illinois Physical is required. (Sports physicals do NOT count for this requirement)
- Immunization Record (Completed and up to date)
- Dental Examination Record
- Visit the [Nurse Web Page](#) on the OTHS website for additional medical requirements and forms.

### DISTRICT 203 WALK-THROUGH DATES

DATE	TIME	CAMPUS
Wednesday, July 31 <sup>st</sup>	7:30 am – 2:30 pm	Milburn & Smiley
Thursday, August 1 <sup>st</sup>	12:00 pm – 7:00 pm	Milburn & Smiley
Wednesday, August 7 <sup>th</sup>	7:30 am – 2:30 pm	Milburn & Smiley
Thursday, August 8 <sup>th</sup>	12:00 pm – 7:00 pm	Milburn & Smiley
Friday, August 9 <sup>th</sup>	7:30 am – 2:30 pm	Milburn & Smiley

**Services Available on Walk-Through Dates:**

- Unofficial building tours – students may walk the building to locate lockers and classrooms
  - Note: Student lockers require students to purchase their own combination lock
- ID Picture – students will take their 2024-2025 School Issued ID at the Security Booth at Milburn Campus.
- Schedule Changes – The Guidance Office will be open on the Walk-Through days for students to meet with a school counselor to discuss schedule changes for the fall semester.
  - Note, students may not request to change lunch hours, teachers, or rearrange the order of their classes.
- Pay Fees – Fees may be paid in-person at the Main Office at the Milburn Campus.
  - Free & Reduced Forms and Book waivers will be available in the main office and online after July 22, 2024.
  - \*See Fee Schedule below.
- Check Out Electronic Devices (Computer Department)

**OTHS 2024-2025 STUDENT FEES**

<b>FEE DESCRIPTION</b>	<b>A M O U N T</b>
Registration/Books/Technology	\$175.00
Athletic Participation	\$150.00/sport
Marching Band/Show Choir Participation	\$150.00/activity
Extracurricular Participation Maximum	\$300/student
Driver Education	\$250.00
Student Parking – Full Year Permit	\$100/year
Student Parking – One Semester Permit	\$55/semester

**Paying Fees:**

- Cash/Check:
  - Accepted in person in the OTHS District Office or Milburn Main Office
  - Checks may also be mailed to: OTHS Business Office, 600 S Smiley Street, O’Fallon, IL 62269. Please ensure the student’s name and purpose of payment is noted on the check.
- Credit Card:
  - Skyward Family Access account

**Athletic/Activity Fees:** Assessed after coaches/sponsors finalize rosters.

**Federal Income Eligibility Forms:** Free and Reduced lunch forms for the 2024-2025 school year will be available online and on both campuses after July 22, 2024.

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