



**Argo Community High School District 217**

7329 West 63rd Street  
Summit, IL 60501

Phone 708.728.3200  
www.argohs.net

Argonaut Parents and Guardians,

I hope this letter finds you looking forward to a new school year in the fall. Below you will find information about how to start the online registration process.

**Instructions for Online Registration – Registration will be open April 1st-April 30<sup>th</sup>, 2023. All of registration can be completed online. Registration will close at 11:59pm on April 30<sup>th</sup>.**

**Step 1** –It is recommended that you use a personal computer or laptop device and NOT a cellular phone. Go to the Argo webpage – [www.argohs.net](http://www.argohs.net), at the top of the page in the grey task bar you will see Registration, click on that tab. If you scroll to the bottom of the page, you will see a parent checklist(also included below), this will list all of the documents needed to complete your portion of registration. You will then click the Returning Argo Student/ Incoming Freshman from Wilkins, Heritage or Willow Springs. You can use your phone to upload the documents required. **Proof of residency will be required for everyone. Anyone found to be falsifying documents or information will be reported to the state and tuition fees will be charged.**

**We will offer 4 in-person registration dates, April 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup> and 26<sup>th</sup> from 3:30pm- 6:00 pm. If you need assistance you will need to bring all necessary documents with you, if you do not have the documents, you will not be able to complete the process. No appointment necessary. Please enter through Door 13. Please do Step 2 before coming in-person.**

**Step 2 -Fill out the pre-registration form, check your email for your access login and access password (this may take a few days) to continue to the next step.**

**Step 3 – Create a Powerschool account OR use your previous account (returning Argo families only, junior high families will need to create a NEW Powerschool account through ARGO)**

- If you have multiple children attending Argo this year, you will have to complete a separate online registration for each child. You can add a student to your existing account by following the steps on the back of this letter.
- Students that are missing physicals and the required vaccinations will not be allowed to start school until they have done so. **There will be a mobile clinic offered here at Argo Community High School on April 25<sup>th</sup>, 2023. from 9am-2pm. Appointments can be made at 708-467-5647 or 708-467-5648. Students with private insurance are NOT eligible.** These clinics will be able to provide the necessary physicals and vaccinations needed for your child to begin school on time in August. Any students who do not have their medical documents into the Nurses' Office will be sent home until they turned in all necessary medical documents.
- Freshman students will not receive a device until their registration is complete.

#### **Step 4 – Complete all registration pages online.**

- On the left-hand side of the page click on forms and then click on enrollment; complete only the new student registration forms A-O.
- The forms will say **Pending** until they have been reviewed by the proper department. This can take up to several weeks. If any other documentation is needed someone will contact you.
- If you have any questions about how to complete the online forms, please call us at 708-728-8787.
- Your student will not have access to their schedule until registration is complete. They will not be allowed to start school until **ALL** information is submitted.

**Step 5 – Raffle entry for all families who complete registration in full (all documents submitted correctly and completely by April 30<sup>th</sup> will be entered into a raffle. The Grand Prize is a \$350.00 dollar credit to your student’s account. This can be applied to past or future fees. First Prize (3) is a \$100.00 dollar credit to your student’s account, and Second Prize (2) is a \$50.00 dollar credit to your student’s account.**

**If registration is not completed in this time frame you will not be able to register until the week of August 7<sup>th</sup>, 2023, and your child’s schedule and class options may be affected by late registration.**

Please contact us at 708-728-8787 or email [registration@argohs.net](mailto:registration@argohs.net) if you have any questions about registration.

When you have completed registration and have been approved you will receive a statement with 2023-2024 registration fees and any past charges that have not been paid. Instructions for paying these fees will be included in the email.

#### **Parent Checklist – Please see below for documents to collect before beginning registration.**

##### **Category I:**

- ✓ Property Tax Bill or Mortgage Statement – must be date no more than 90 days prior to submission.

or

- ✓ Signed and Dated Lease (first page with tenants listed and the last page with signatures)
- ✓ Tenant Verification Form – Form is located at the bottom of the registration page and a copy is included with this letter.

##### **Category II: One from each group listed below.**

###### **Group 1:**

- ✓ Vehicle Registration
- ✓ Public Aid Card (name and in-district address showing)
- ✓ Life Insurance Policy
- ✓ Home Insurance Policy
- ✓ Apartment Insurance Policy

###### **Group 2:**

- ✓ Driver’s license or State ID (address must be in-district and match mortgage or lease)
- ✓ Matricula (address must be in district and match mortgage or lease)

###### **Group 3:**

- ✓ Gas Bill

- ✓ Water Bill
- ✓ Electric Bill

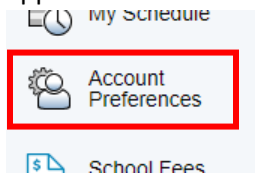
### Category III: Incoming Freshman and Transfer Students

- ✓ Birth Certificate
- ✓ Physical & Immunization Records

# Add Students to Your Account

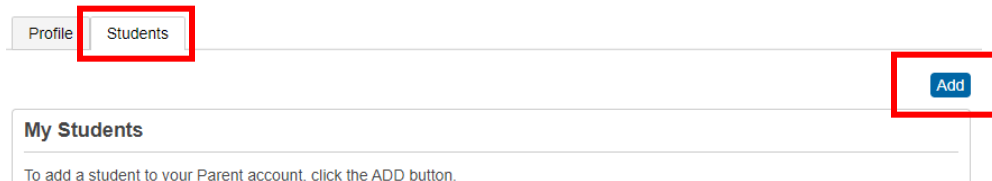
Use this procedure to add one or more students (for whom you have legal and parental rights) to your parent account. Once added, you will be able to view their information by way of your account. To edit or remove a student associated to your account, contact your school.

1. On the start page, click **Account Preferences** from the navigation menu. The Account Preferences – Profile page appears.



2. Click the **Students** tab.
3. On the Students tab, click the **Add** icon to add a student to your parent account. The Add Student dialog appears.

### Account Preferences - Students



4. Use the following table to enter information in the applicable fields:
 

**Note:** The **Cancel** and **Save** buttons appear shaded until information is entered.

  - a. **Student Name:** Enter the first and last name of the student you want to add to your account. **Note:** *Regardless of the name you enter, the system will populate the name based on the access ID and password for the student.*
  - b. **Access ID:** Your student’s ID number with a “p” at the end. (i.e., **990066p**).
  - c. **Access Password:** Enter the unique access password for the student (your student’s password that they use for their computer)
  - d. **Relationship:** Indicate how you are related to the student by choosing the appropriate association from the pop-up menu. **Note:** *The relationship selected during account creation is for your reference only and is not displayed/used in the PowerSchool admin portal.*
5. Click **Submit**. The Add Student Dialog closes. The newly added student appears under **My Students**. Additionally, an “account changes” confirmation email is sent to your email address.

Ms. Nicole Wasko  
 Assistant Principal of Student Experiences and Community Engagement.

*Embrace Traditions - Create Opportunities – Empower Future Generations*

قم بالمسح أدناه باستخدام  
الهاتف للترجمة العربية



Zeskanuj poniżej  
telefonem do polskiego



Escanee con celular para  
la traducción al español

