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 <mark>April 1st-April 30th, 2025.</mark> All of registration can be completed online. Registration will close at 11:59pm on April 30th.

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, at the top of the page 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 the documents needed to complete your portion of registration. You will then click "Incoming Freshman from Wilkins, Heritage or Willow Springs". Fill out the pre-registration form, check your email for your **access ID** and **access password** (this may take a few days) to continue to the next step.

We will offer 4 in-person registration dates, April 2nd, 9th, 16th and 23rd 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 the Main Entrance on 74th Avenue. You MUST complete Step 1 before coming in-person.

Step 2 – After filling out the pre-registration form, and receiving your access ID and access password via email, create a PowerSchool account OR login to existing ARGO PowerSchool 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.

Step 3 – Complete all registration pages online.
- On the left-hand side of the Parent PowerSchool homepage, click on **FORMS** and then click on ENROLLMENT; complete the New Student Registration forms A-O.
- Upload all necessary documents when prompted. To upload photocopies of documents, simply take a picture on your phone and email it to yourself. Open your email on your computer to download it onto the computer and upload when asked.
  - <mark>**Anyone found to be falsifying documents or information will be reported to the state and tuition fees will be charged.**</mark>

- The forms will say **Pending** until they have been reviewed by the proper department. This can take up to **several weeks**. No action is necessary if forms are approved. Rejected forms can be opened for notes on what to adjust.
- 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.
- Information about the registration fee payment and fee waiver can be found on the last page of the registration process.
- Students that are missing physicals, the required vaccinations and the dental form will not be allowed to start school until they have done so. 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.

If registration is not completed in this time frame you will not be able to register until the week of August 5th, 2025, and your child's schedule, class options, and start date may be affected by late registration.

Please contact us at 708-728-8787 or email 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 2025-2026 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 dated 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 online or a copy is included with this letter.

Category II: One from each group listed below.
Group 1:
- ✓ Vehicle Registration
- ✓ Public Aid Letter of Benefits (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**

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- ✓ Birth Certificate
- ✓ Physical & Immunization Records

Add Students to Your Existing Account

Use this procedure to add one or more students (for whom you have legal and parental rights) to your existing 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.
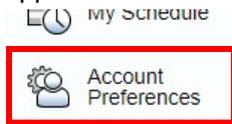
2. Click the **Students** tab.

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

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.

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