

School Year _____

The following checklist is provided to assist you in gathering and completing all information that is needed to successfully enroll your child. Please complete one registration packet per child and return all documents to the Enrollment Center in person, by email enrollmentcenter@isd191.org, or fax 952-707-4181.

Student Name _____

School _____

Item and Description	Required	Office Use
ONE91 Registration Form Includes: 1. Checklist 2. Family Information form 3. Student Information form 4. Ethnic/Racial Demographic Designation Form 5. Minnesota Language Survey 6. Consent to Release Educational Information 7. Additional Form Descriptions	X	
Proof of Legal Name and Birth Date – e.g. birth certificate, passport, I-94 or hospital birth record, etc	X	
Proof of Residency – e.g. home purchase agreement, rent/lease agreement or utility bill	X	
Pupil Immunization Record - State or Health Care Provider form preferred *NOTE – Attached immunization form is a guide for vaccination intervals	X	
Pupil Immunization Conscientious Objection		
Additional Forms		
Application for Educational Benefits (completed annually)		
Early Childhood Screening		
Student Child Care Information		
High School Transportation		
Statewide Open Enrollment Form (Required for all non-resident students)		
Variance Request Form		
Custody or Parenting Plan Documents		
Guardianship / Foster Documents: (Required when enrolling guardian is not the birth parent)		
District Communication Log (for office use only)	Student ID:	
	Start:	
	School:	
	Grade:	
	Last Loc:	
	OE: Y / N	
	Var: Y / N	
	Intake:	
Data Entry:		

REGISTRATION FORM - FAMILY INFORMATION

Street Address Apt./Lot# City State Zip Code

★ Primary Household – Legal Guardian(s) that Student lives with:

1. _____
First Name Last Name Cell Phone Work Phone

Email Address Relationship to Student Legal Guardian No ☐ Yes ☐

Is there a current legal custody or parenting plan in effect? No ☐ Yes ☐ Parent Primary Language _____

Interpreter Needed? No ☐ Yes ☐ Translated Communications Needed? No ☐ Yes ☐

2. _____
First Name Last Name Cell Phone Work Phone

Email Address Relationship to Student Legal Guardian No ☐ Yes ☐

Is there a current legal custody or parenting plan in effect? No ☐ Yes ☐ Parent Primary Language _____

Interpreter Needed? No ☐ Yes ☐ Translated Communications Needed? No ☐ Yes ☐

★ Secondary Household – Legal Guardian that Student DOES NOT live with:

First Name Last Name Cell Phone Work Phone

Email Address Relationship to Student Legal Guardian No ☐ Yes ☐

Street Address Apt./Lot# City State Zip Code

Is there a current legal custody or parenting plan in effect? No ☐ Yes ☐ Parent Primary Language _____

Interpreter Needed? No ☐ Yes ☐ Translated Communications Needed? No ☐ Yes ☐

List ALL CHILDREN (birth to grade 12) living in your primary household including those children attending elsewhere.
Use legal name as listed on birth record.

First Name	Last Name	MI	Birth Date Mo / Day / Yr	Gender	Grade	School Attending
				M ☐ F ☐		
				M ☐ F ☐		
				M ☐ F ☐		
				M ☐ F ☐		
				M ☐ F ☐		
				M ☐ F ☐		
				M ☐ F ☐		
				M ☐ F ☐		

Emergency Contact Information: List a minimum of TWO emergency contacts (*not the legal parent/guardian*) who will assume temporary care of your child if you cannot be reached.

Name	Relationship to Student	Cell Phone	Work Phone

Please answer the following questions regarding housing.

Have you moved to this school district for temporary or seasonal agricultural work (migrant)?	No ☐	Yes ☐
Are you currently a homeowner?	No ☐	Yes ☐
Are you currently renting?	No ☐	Yes ☐
Do you share a household with another family or friends?	No ☐	Yes ☐
Are you living at one of the following? ☐ Hotel or motel ☐ Emergency Shelter / Transitional Housing ☐ Unsheltered (cars parks, campgrounds, temporary) ☐ No, I am not living at one of these locations		

How did you hear about 191 schools?
☐ From a friend or family ☐ Google search ☐ Social Media ☐ Postcard / flyer in the mail ☐ Print / Newspaper ☐ Other:

Student Legal Name as listed on birth record.

Student First Name

Student Last Name

Middle Name

Student ID

Date of Birth

Grade Level

Gender:

Male

9

Fema

☐

Birth Country

Birth City

Please answer the following questions regarding the student.

Has the student moved to the United States from another country?	No ☐ Yes ☐	Country:
If yes, date the student first entered the United States	Month / Day / Year	
If yes, date the student first attended school in the United States	Month / Day / Year	
Student has attended school in the U.S. for less than 3 cumulative years	No ☐ Yes ☐	

Educational History

If entering Kindergarten, has your child received an early childhood screening?	No ☐	Yes ☐	If yes, where?
Has your child ever attended District ONE91 Schools?	No ☐	Yes ☐	If yes, where?
Has your child attended another Minnesota Public School?	No ☐	Yes ☐	If yes, where?

Does this student participate in special services or programs?	No ☐	Yes ☐
Does the student have a current IEP?	No ☐	Yes ☐
Does this student have a current 504 Plan?	No ☐	Yes ☐
Does this student participate in English Learner Services?	No ☐	Yes ☐

Does your child participate in (check all that apply)	Honors Courses	No ☐	Yes ☐
	Accelerated Courses	No ☐	Yes ☐
	AVID	No ☐	Yes ☐
	Other	No ☐	Yes ☐
If other, please list here:			

Please provide previous school attended information for the past two years.

School Name	City / State	Country	Grade	School Year Attended

Transportation	
If eligible, does your student require transportation? *NOTE – Students in grades 9-12 MUST opt in online for transportation. See additional form descriptions page for more information.	No ☐ Yes ☐
Will your child attend a child care facility such as KinderCare or any other individual provider, before or after school, any day of the school week?	No ☐ Yes ☐

Student Health Information

Asthma	No ☐ Yes ☐
Diabetes	No ☐ Yes ☐
Seizures	No ☐ Yes ☐
Hearing Concerns	No ☐ Yes ☐
Vision Concerns	No ☐ Yes ☐

Other Medical Conditions (e.g. ADD/ADHD, surgeries, emotional concerns, GI issues, etc.) None ☐ Yes ☐	
Allergies (e.g. bee stings, food, latex, pollen, etc.) None ☐ Yes ☐	
List ALL Medications None ☐ Yes ☐	
Special Diet Restrictions (e.g. gluten, dairy, fruit, etc.) None ☐ Yes ☐	
ALL medications and treatments both prescribed and over the counter require a parent signature and a signed authorization form which can be found on the “Health Services” web page at: https://www.isd191.org/discover/departments/health-services	
Physician/Clinic Name (optional)	Phone #

Minnesota Statutes and rules require the school district to keep accurate and updated records for all students. All data on this form is confidential and will only be shared with authorized district personnel. The information will become a part of the student’s permanent cumulative record. Certain information, known as “directory information”, is available to the public unless the district receives a written request from a legal guardian indicating otherwise.

I understand that I may refuse to provide the requested information and acknowledge that by doing so, school personnel may be unable to contact me in the event of an emergency and as a result will contact 911. I verify that all information provided is accurate to the best of my knowledge.

Minnesota Statute (142D.091) requires that students receive a developmental screening between the ages of 3-7 years old or within the first 30 days of kindergarten or 1st grade enrollment. I am consenting to this screening provided by ISD 191.

Parent/Guardian Signature _____

Date _____

Ethnic and Racial Demographic Designation Form

Student's First Name: _____ Middle Name/Initial: _____ Last Name: _____

Date of Birth: _____ District: _____ School: _____

Schools are required to report ethnicity and race to the state and to the U.S. Department of Education. Because of recent changes to Minnesota state law, Minnesota disaggregates each category into detailed groups to further represent our student populations. Parents or guardians are not required to answer the federal questions (**in bold**) for their children. If you choose not to answer the federal questions (**in bold**), federal law requires schools to choose for you. This is a last resort—we prefer if parents or guardians complete the form. State questions are labeled as “Optional” and schools will not fill in this information for you.

This information helps improve teaching and learning for everyone and helps us accurately identify and advocate for students currently underserved. The information this form collects is considered private information. You can review the privacy notice to learn more about the purpose of collecting this information, how it will be used and not used, and how the detailed groups were identified. The privacy notice can be found in our [Frequently Asked Questions: Ethnic and Racial Designation Form](#).

Is the student Hispanic/Latino as defined by the federal government? The federal definition includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.¹

[You must select “yes” or “no” to this question.]

☐ **Yes** *[If yes, go to Question A.]*

☐ **No** *[If no, go to Question 1.]*

Optional Question A: If yes was chosen above, select all that apply from the list below (*this question will not be answered by school staff*):

☐ Decline to indicate

☐ Guatemalan

☐ Salvadoran

☐ Other Hispanic/Latino

☐ Colombian

☐ Mexican

☐ Spaniard/Spanish/

☐ Unknown

☐ Ecuadorian

☐ Puerto Rican

Spanish-American

Go to Question 1.

[Select “yes” to at least one of the Questions (1-6) below.]

Question 1: Does the student identify as American Indian or Alaska Native as defined by the state of Minnesota?

The state of Minnesota definition includes persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition. [This question is needed to calculate state aid/funding.]

☐ **Yes** *[If yes, go to Question 1a.]*

☐ **No** *[If no, go to Question 2.]*

Optional Question 1a: If yes was chosen above, select all that apply from the list below (*this question will not be answered by school staff*):

☐ Decline to indicate

☐ Cherokee

☐ Other North American Indian Tribal Affiliation

☐ Anishinaabe/Ojibwe

☐ Dakota/Lakota

☐ Unknown

Go to Question 2.

¹Federal Register, Vol. 72, No. 202/Friday, October 19, 2007/Notices/59274

Question 2. Is the student American Indian from South or Central America?

☐ **Yes** [Go to Question 3.]

☐ **No** [Go to Question 3.]

Question 3. Is the student Asian as defined by the federal government? The federal definition includes persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.¹

☐ **Yes** [If yes, go to Question 3a.]

☐ **No** [If no, go to Question 4.]

Optional Question 3a. If yes was chosen above, select all that apply from the list below (*this question will not be answered by school staff*):

☐ Decline to indicate

☐ Chinese

☐ Karen

☐ Other Asian

☐ Asian Indian

☐ Filipino

☐ Korean

☐ Unknown

☐ Burmese

☐ Hmong

☐ Vietnamese

Go to Question 4.

Question 4. Is the student black or African American as defined by the federal government? The federal definition includes persons having origins in any of the black racial groups of Africa.¹

☐ **Yes** [If yes, go to Question 4a.]

☐ **No** [If no, go to Question 5.]

Optional Question 4a. If yes was chosen above, select all that apply from the list below (*this question will not be answered by school staff*):

☐ Decline to indicate

☐ Ethiopian-Other

☐ Somali

☐ African-American

☐ Liberian

☐ Other black

☐ Ethiopian-Oromo

☐ Nigerian

☐ Unknown

Go to Question 5.

Question 5. Is the student Native Hawaiian or Other Pacific Islander as defined by the federal government? The federal definition includes persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.¹

☐ **Yes** [Go to Question 6.]

☐ **No** [Go to Question 6.]

Question 6. Is the student white as defined by the federal government? The federal definition includes persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.¹

☐ **Yes** [Go to Signature.]

☐ **No** [Go to Signature.]

Parent(s)/Guardian Name_____

Date_____

Parent(s)/Guardian Signature_____

Minnesota Language Survey

Minnesota is home to speakers of more than 100 different languages. The ability to speak and understand multiple languages is valued. The information you provide will be used by the school district to see if your student is multilingual. In Minnesota, students who are multilingual may qualify for a Multilingual Seal upon further assessment. Additionally, the information you provide will determine if your student should take an English proficiency test. Based upon the results of the test, your student may be entitled to English language development instruction. **Access to instruction is required by federal and state law. As a parent or guardian, you have the right to decline English Learner instruction at any time.** Every enrolling student must be provided with the Minnesota Language Survey during enrollment. Information requested on this form is important to us to be able to serve your student. Your assistance in completing the Minnesota Language Survey is greatly appreciated.

Student Information		
Student's Full Name: (Last, First, Middle)		Birthdate or Student ID:

	Check the phrase that best describes your student:	Indicate the language(s) other than English in space provided:
1. My student first learned:	☐ language(s) other than English ☐ English and language(s) other than English ☐ only English	
2. My student speaks:	☐ language(s) other than English ☐ English and language(s) other than English ☐ only English	
3. My student understands:	☐ language(s) other than English ☐ English and language(s) other than English ☐ only English	
4. My student has consistent interaction in:	☐ language(s) other than English ☐ English and language(s) other than English ☐ only English	

Language alone does not identify your student as an English learner. If a language other than English is indicated, your student will be screened for English language proficiency.

Parent / Guardian Information	
Parent / Guardian Name (Printed):	
Parent / Guardian Signature:	Date:

* All data on this form is private. It will only be shared with district staff who need the information to best serve your student and for legally required reporting about home language and service eligibility to the Minnesota Department of Education. At the district and at the Minnesota Department of Education, this information will not be shared with other individuals or entities, except if they are authorized by state or federal law to access the information. Compliance with this request for information is voluntary.

CONSENT TO RELEASE EDUCATIONAL DATA

1st Request: _____

Office Use:

2nd Request: _____

STUDENT INFORMATION

Student First Name _____

Student Last Name _____

Middle Name _____

Date of Birth _____

Grade Level _____

Gender: Male ☐ Female ☐

PREVIOUS SCHOOL INFORMATION

Previous School / Organization Name _____

City, State _____

Phone _____

Fax _____

Email _____

I authorize Independent School District 191 to obtain official school records, please include COPIES OF ALL of the following, if applicable:

Transcript and/or report cards, exit grades (if applicable), birth document, early childhood screening (if applicable.)

- Academic Assessments: MAP, DIBELS, MCA, MTAS, ACCESS test scores.
- Attendance Data: days absent and truancy records.
- Medical & Health Records: vaccination history and other health records, if applicable.
- Special Education Records including; current IEP, assessment reports, evaluation reports. (If using SpEd forms, please share electronically with Annette Hardt)
- Disciplinary Records: in accordance with MN State Statute 120A.22 Subd. 7(c).

PLEASE RELEASE RECORDS TO THE DESIGNATED ISD 191 SCHOOL:

	School Name:	Email	Phone	Fax
☐	ONE91 Virtual Academy Elementary	191va-elementary@isd191.org	952.707.2900	email only
☐	Edward Neill Elementary	edwardneill@isd191.org	952.707.3100	952.707.3102
☐	Gideon Pond Elementary	gideonpond@isd191.org	952.707.3000	952.707.3002
☐	Harriet Bishop Elementary	harrietbishop@isd191.org	952.707.3900	952.707.3902
☐	Hidden Valley Elementary	hiddenvally@isd191.org	952.707.3800	952.707.3802
☐	Rahn Elementary	rahn@isd191.org	952.707.3600	952.707.3602
☐	Sky Oaks Elementary	skyoaks@isd191.org	952.707.3700	952.707.3702
☐	Vista View Elementary	vistaview@isd191.org	952.707.3400	952.707.3402
☐	William Byrne Elementary	williambyrne@isd191.org	952.707.3500	952.707.3502
☐	Eagle Ridge Middle School	eagleridge@isd191.org	952.707.2808	952.707.2802
☐	Nicollet Middle School	nicollet@isd191.org	952.707.2608	952.707.2602
☐	ONE91 Virtual Academy Middle School	191va-secondary@isd191.org	952.707.2900	email only
☐	Burnsville High School	bhsrecords@isd191.org	952.707.2108	email only
☐	Burnsville Alternative High School	bahs@isd191.org	952.707.4020	952.707.4024
☐	ONE91 Virtual Academy High School	191va-secondary@isd191.org	952.707.2900	email only
☐	District Enrollment Center	enrollmentcenter@isd191.org	952.707.4180	952.707.4181

Parent/Guardian Signature _____

Date _____

Designated School District Staff (if parent signature not obtained)

Date _____

In accordance with MN State Statute 120A.22 Subd. 7(a), written permission of the parent/guardian is not necessary in the transfer of records to a school in which the student intends to enroll.

Are Your Kids Ready?

Minnesota K-12 Immunization Law

Students are required to receive certain vaccines for school or submit an exemption. This requirement applies for all public, private, online, and home schools in Minnesota. Look for your child's grade in the chart below and see how many total doses of each vaccine are needed for their grade.

Required Immunizations	Kindergarten to Sixth Grade	Seventh Grade to Eleventh Grade	Twelfth Grade
Hepatitis B (Hep B)	3 Doses	3 Doses	3 Doses
Polio (IPV)	4 Doses	4 Doses	4 Doses
Measles, mumps, rubella (MMR)	2 Doses	2 Doses	2 Doses
Varicella (Chickenpox)	2 Doses	2 Doses	2 Doses
Diphtheria, tetanus, and pertussis (DTaP)	5 Doses	5 Doses	5 Doses
Tetanus, diphtheria, and pertussis (Tdap)		1 Dose	1 Dose
Meningococcal ACWY (MenACWY)		1 Dose	2 Doses

Note: The number of doses may be different if your child is behind schedule. If your child has fallen behind on their vaccinations it is not too late to catch-up, talk to their health care provider.

Recommended but not required for school

Influenza (flu), COVID-19, Human Papillomavirus (HPV), Meningococcal B (MenB) and other vaccines are recommended for children to ensure they are fully protected. Talk to your health care provider about when your child should receive these immunizations. For more information visit [CDC: Vaccine Schedules For You and Your Family \(www.cdc.gov/vaccines/imz-schedules/index.html\)](https://www.cdc.gov/vaccines/imz-schedules/index.html).

Tips for parents and guardians

- Make sure your child has received all of the required immunizations before their first day of school or submit an exemption.
- Submit a copy of your child's immunization record to their school. You can get a copy of their record from the clinic or find their record on [Find My Immunization Record \(www.health.state.mn.us/people/immunize/miic/records.html\)](https://www.health.state.mn.us/people/immunize/miic/records.html).
- Please complete the reverse side if your child requires an exemption for medical reasons or if you are opting for a non-medical exemption due to personal beliefs.



[Vaccines for Infants, Children, and Adolescents \(www.health.state.mn.us/people/immunize/basics/kids.html\)](https://www.health.state.mn.us/people/immunize/basics/kids.html)

Medical and non-medical exemptions

Instructions for documenting medical or non-medical exemptions and history of chickenpox (varicella)

- Follow steps 1 and 2 below to document a medical exemption, non-medical exemption, or history of chickenpox.
1. Place an X in the box to indicate a medical or non-medical exemption. If you are exempting your child from more than one vaccine, mark each vaccine you are exempting them from with an X.
 2. Obtain signatures for exemptions or history of chickenpox disease.

Required Immunizations	Medical	Non-Medical
Hepatitis B (Hep B)		
Polio (IPV)		
Measles, mumps, rubella (MMR)		
Varicella (Chickenpox)		
Diphtheria, tetanus, and pertussis (DTaP)		
Tetanus, diphtheria, and pertussis (Tdap)		
Meningococcal ACWY (MenACWY)		

Medical exemption: A health care provider must review and sign a medical exemption. A health care provider includes a licensed physician, nurse practitioner, or physician assistant.

By my signature below, I confirm that this child should not receive the vaccines marked with an X in the table for medical reasons (contraindications) or because there is laboratory confirmation that they are already immune.

Signature: _____
(of health care practitioner)

Date: _____

Non-medical exemption: A parent/guardian must sign for a non-medical exemption and the form must be signed and stamped by a notary. A child is not required to have an immunization that is against their parent or guardian’s beliefs. Choosing not to vaccinate may put the health of your child or others they are around at risk. Unvaccinated children who are exposed to a vaccine preventable disease may be required to stay home from school and other activities for up to 21 days to protect themselves and others.

By my signature I confirm that this child will not receive the vaccines marked with an X in the table because of my beliefs and I understand that they may be required to remain out of school and other activities for up to 21 days if exposed to a vaccine preventable disease.

Signature: _____ Date: _____
(of parent/guardian)

Non-medical exemptions must also be signed and stamped by a notary:

This document was acknowledged before me on _____ (date),

by _____
(name of parent or guardian)

Notary Signature: _____

State of _____,
County of _____

Notary Stamp

History of chickenpox (varicella) disease: If a child has previously had chickenpox, they are not required to receive the varicella vaccine. A health care provider must sign this form if the disease happened after Sept. 1, 2010. If the child had chickenpox before Sept. 1, 2010, a parent or guardian may sign this form.

My signature below means that I confirm this child does not need the varicella vaccine because they had chickenpox in the month and year _____

Signature: _____ Date: _____
(of health care practitioner, representative of a public clinic, or parent/ guardian)

Additional Form Descriptions

Application for Educational Benefits: If your family qualifies, your student(s) can receive free or reduced-price meals as well as potential discounts for participation in athletics, band, orchestra and many other school activities. By completing an application, you are helping to ensure every school in District 191 gets the much-needed state and federal funding it deserves.

To receive benefits, applications must be submitted and approved every year.

Apply on the www.isd191.org website by clicking on the "Apply for Educational Benefits" button.

<https://www.isd191.org/families/application-for-educational-benefits>

Early Childhood Screening: Required for Kindergarten or 1st grade entry. This may be completed anytime between the ages of 3-7. You may schedule an appointment by calling 952-707-4117 or completing the online form at:

<https://communityed.isd191.org/early-childhood/early-childhood-screening>

Student Child Care Information: If your student attends a before or after school childcare program, such as Project KIDS, KinderCare, or any other individual provider any day of the week during the school year, please complete the Childcare Information Form. To complete the online google form click here:

<https://www.isd191.org/discover/departments/transportation>

Paper forms are available at the Enrollment Center or on the Transportation webpage at: www.isd191.org

Transportation for Students in Grades K-8

District 191 provides safe and efficient transportation to special education students, and regular education students who qualify:

- Grades K–5 students who live 1 mile or more from school
- Grades 6–12 students who live 1.5 miles or more from school

The walking distance is defined as the shortest distance from the child's residence by public walkway, street or highway to the assigned entrance of the school the student attends as measured by the district's computerized GIS map.

Once enrolled, transportation will automatically be setup for students who qualify. Busing information can be viewed in your ParentVue Account under the Student Information section.

High School Transportation for Students in Grades 9-12

All District 191 students in grades 9-12 will be **required** to opt-in (register) to receive transportation to and from school. Students who are not registered will not receive transportation. You may register for transportation at any time before or during the school year.

You may complete the online form by clicking the Opt In button on the transportation website:

<https://www.isd191.org/discover/departments/transportation>

MyStop App: District 191 Transportation uses a service called MyStop, a system that uses GPS to track all Burnsville-Eagan-Savage School District 191 buses and shares that information through a website.

The service provides parents and students with a better idea of where a bus is along its route and about what time it will arrive at their stop. Parents and students can log in to the website by downloading the MyStop app (android or iOS) to a smartphone or tablet. They can view a map of their specific bus route, an approximate location of the bus, and an estimated arrival time at their bus stop. <https://www.isd191.org/discover/departments/transportation/mystop>

Statewide Open Enrollment Form: Used to request enrollment into a District ONE91 school when living outside of District ONE91's attendance boundary area. Paper forms are available at the Enrollment Center or on the Enrollment webpage at: www.isd191.org/enroll

Variance Request Form: Used to request enrollment into a District ONE91 school other than the school serving your residential area. Paper forms are available at the Enrollment Center or on the Enrollment Center webpage at: www.isd191.org/enroll

Guardianship/Foster Documents: To ensure the safety and security of our students these documents are required when the enrolling parent/guardian is not the birth parent. Please provide the Enrollment Center with supporting documentation stating you are the legal custodial guardian for the student you are registering along with a photo ID.

Custody or Parenting Plan: If there is a current custody or parenting plan in place for the student you are registering, please provide a copy to the Enrollment Center. This helps to ensure the safety and security of our students in the school they will be attending.

ParentVue: All parents in ONE91 will have access to create a ParentVue account in which they will be able to view their student's information online or on the mobile app. A valid email address must be on file in order for your account to be activated. If you do not receive your activation code once your student is enrolled, you may email the ParentVue team and they will be happy to assist you. parentvue@isd191.org

Parent Square: District 191 uses ParentSquare for school communication, primarily with email, text and app notifications. ParentSquare automatically generates an account for each parent, using their preferred email address and phone number. We encourage parents to access their accounts so they can download the mobile app and update their preferences on when and how they are notified. Parents are not required to download the app to view messages from the school district. However, **downloading the app makes it easier to receive and respond to messages.**

Here's what you can do with ParentSquare:

- Receive messages from the school via email, text or app notification
- Choose to receive information as it comes or all at once at 6pm daily
- Communicate in your preferred language
- Comment on school postings to engage in your school community
- Direct message teachers, staff and other parents
- Participate in group messages
- Sign up for parent-teacher conferences with smart online technology
- Send signed forms & permission slips, receive report cards, sign up to volunteer and more all from your phone or web portal

Meal Accounts and Payments: When a student registers in District 191, the Food and Nutrition Services department creates a meal account for the student with a unique personal identification number (PIN). The student enters this PIN into a keypad at the cashier station in the cafeteria to pay for meals and a la carte foods and beverages. Students keep the same PIN from year to year while enrolled in the district. Your child's school will inform them of their PIN number. Student PIN numbers can also be found in your ParentVue account under Other Information

Pay Online: Depositing money into accounts is best accomplished online. It takes between 24 and 72 hours to get funds into the student account at the school. There is no fee to parents/guardians for using the online payment system.

<https://www.isd191.org/discover/departments/food-nutrition-services/payments>

Pay by Check: Checks may also be sent to school with your student and placed in the check deposit box or given to the Food Service Manager. Checks should be made out to ISD 191 Food Service. Please write the name of the student and their PIN on the memo line of your check. Cash may also be sent with your student; however, we discourage this practice.

Medication Authorization:

All medications require:

- A physician's authorization.
- Written permission from parent/guardian.
- Come in the original prescription bottle or over the counter packaging.

To download the form, go to: <https://www.isd191.org/discover/departments/health-services>