



<**FIRSTNAME**> <**LASTNAME**>
<**MAILING ADDRESS**>
<**CITY**>, <**STATE**> <**ZIP**>

To the parent(s) of: <**FIRSTNAME**> <**LASTNAME**>,

We are excited to announce online registration for the upcoming 2018-19 school year! This process replaces the paper forms sent home each spring. Your Registration for <**FIRSTNAME LASTNAME**> at <**NEXT SCHOOL NAME**> will be available online beginning Monday, June 4th.

How do I get started?

Visit <https://powerschool.sd13.org/public> to login to the PowerSchool Parent Portal. If this is your first time using the PowerSchool Parent Portal, you will need to create an account using your student's ID and passcode provided below:

Access ID: <**STUDENT NUMBER**>

Access Passcode: <**PORTAL PASSCODE**>

If you have more than one child, you may link all of your students to your account by adding the Access IDs and Passcodes for each of your children.

Once logged into the PowerSchool Parent Portal, click the **PowerSchool Registration Portal** link on the bottom of the left menu. [Note: Helpful tips for completing the online forms are listed on the back of this letter with sample screen images on the included page.]

The Online Registration system will give you the opportunity to:

- upload documentation, including your annual proof of residency and applicable medical forms
- electronically sign school agreements
- pay school fees through PushCoin online payment system

Please note: Parents may bring residency documents, medical forms, and paper checks into their school office; however, parents of all returning students must complete the registration forms online. If you do not have a home computer, the PowerSchool Parent Portal and Online Registration systems are mobile friendly, so they are accessible using your smartphone. If necessary, you can contact your child's school to make an appointment to use a school computer to complete the process.

After submitting the forms, your child's information will be reviewed by school staff. Once verified that all information, documentation, and payments have been submitted, your child will be registered for the 2018-2019 school year.

Helpful Guide to Using Bloomingdale SD13 Online Registration

What documentation is required for Proof of Residency?

Three (3) documents - one from each category described below and all showing the same home address - are required to prove residency.

Category One - Personal Identification

- Illinois Driver's License
- Illinois State ID
- Other Photo ID

Category Two - Home Identification

- Current mortgage statement or closing statement from bank or lender
- Real estate tax bill from current school year
- Current lease showing the name, address and phone number of landlord

Category Three - Occupancy Documentation

- Current electric, water, gas or cable/internet bill in your name
- Valid Illinois vehicle registration
- Current pay stub from your employer
- Current public aid card or document from DHS or DCFS that includes your name

Do I have to answer all the questions?

As a current SD13 family, some fields within the Online forms have been pre-populated with data previously collected. Questions that are marked with a red asterisk (*) are required and need to be answered prior to submittal. Your completion of all questions is greatly appreciated as it will allow your child's teacher and school staff to be fully informed and better serve your student.

What if I make a mistake?

If you would like to make a change, prior to submitting the form, you can either navigate back to the page using the "< Prev" and "Next >" buttons. Or if you are on the Review page, click on the underlined field. If you have already submitted the form, then you will need to contact your student's school, so they can make the changes for you.

I've completed the form, now what?

Once you have finished entering your information, click "Submit." This will send all of the information you've entered to the school. If you cannot click on this button, you will need to make sure that you have answered all **REQUIRED** questions.

What if I have more than one student in the district? Do I need to do this for each child?

Yes, because you'll need to provide information that is specific for each child. We recommend that you complete and submit a form for one of your children and then start another - this will allow you to share family information that is common for all of your children from one student form to another, which saves you time.

I'm not sure how to answer a question. I don't know what the question is asking.

You can contact your child's school by phone or send an email to registrationhelp@sd13.org to ask any general questions about the form.