



**Bloomington
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Dear Parents / Guardians:

Bloomington School District 13's Online Returning Student Registration process for the 2020-2021 school year has begun. The online registration link is now available and can be found within the Powerschool Parent Portal. Instructions for how to access the Returning Student Registration are included in an email recently sent to parents of current students. These instructions can also be found on the [SD13.org website](https://www.sd13.org), and are listed on the second page of this letter.

Most of the fields within the online Returning Student Registration form will be pre-populated with the information that you provided last year, along with any updates that have been made throughout the year. You will need to verify your information **carefully** and can edit specific data fields, as needed. Accurate contact information is vital to effective school communication.

If you are unfamiliar with using the PowerSchool Parent Portal, don't worry; detailed information is listed on the second page. In addition, the email that was sent to all parents of current students, PreSchool through 7th grade, contains step by step instructions to assist you with completing the registration process for the 2020-2021 school year.

Please note: Parents of all Returning students must complete the registration forms online, prior to **JULY 19th**. This deadline is set in order for administrative staff to have the information needed to properly schedule your student for the 2020-2021 school year. If your registration is not complete prior to **JULY 19th**, your student's schedule or homeroom placement will not be ready on Information Day.

While completing the online form, parents/guardians **must** upload the required Proof of Residency documents (see details on second page). The online registration form may **not** be submitted without residency documents uploaded. Medical forms may also be uploaded within the online form; however, *it is possible to submit the online registration form without uploading medical documents*. Once normal school operations resume, and access to the school buildings has been restored, parents/guardians may choose to bring medical documents into the school prior to the start of the 2020-2021 school year. Please know that the online registration form must be submitted prior to the July 19th deadline.

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 child's Chromebook or your smartphone. In addition, the District has provided a [Registration Help Form](#) for parents to use if support is needed in order to complete the Online Registration Form.

Online Fee payments are made through [PushCoin](#). The 2020-2021 registration fees will be invoiced within PushCoin, shortly after the registration form is submitted and approved. A list of [2020-2021 fees](#) and [Instructions for creating an account](#) and using PushCoin (<https://www.pushcoin.com>), are available on the [sd13.org](https://www.sd13.org) website. Please know that payment of fees does not mean that a student is registered.

The Online Returning Student Registration form must be completed, along with fees paid, in order for a student to be fully registered for the 2020-2021 school year.

~ The early bird discount for registration fees expires June 30th. ~

Helpful Guide to Using Bloomingdale SD13 Online Returning Student 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

- Valid Illinois Driver's License
- Valid Illinois State ID
- Valid 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
- Notarized Affidavit of Residency

NOTE: If a document from Category 2 cannot be provided, print and complete a [Notarized Affidavit of Residency Form found here](#). Affidavit forms may **not** be uploaded and therefore must be brought to the main office of your child's school, once normal school operations resume. Along with the completed affidavit form, Personal Identification (Category 1) and Occupancy Verification (Category 3) documents of the homeowner also need to be brought into the main office of your child's school, once normal school operations resume. At that time, the parent or guardian must also submit an IL Driver's License, IL State ID or other photo ID showing an address within the Bloomingdale School District 13 boundaries. Your online registration form may be submitted without the completed Affidavit, but please know that your registration approval status will be temporary until you are able to bring the required documentation into your child's school.

Category Three - Occupancy Documentation

- Current electric, water, gas or cable/internet bill in your name
- Current Homeowners Insurance document
- Valid Illinois vehicle registration (dated within 6 months of form submission)
- Current pay stub from your employer (must include current home address)
- Current public aid card or document from DHS or DCFS that includes your name and address

Is my 5th grade student, who will be entering 6th grade, considered a returning student?

Yes, 5th grade students who will be attending 6th grade at Westfield Middle School for the 2020-2021 school year are considered returning students to Bloomingdale School District 13.


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. Several fields will be pre-populated with information that is already on file, thus saving some time. The names of each of your children will appear at the top of the left side menu within the PowerSchool Parent Portal.

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

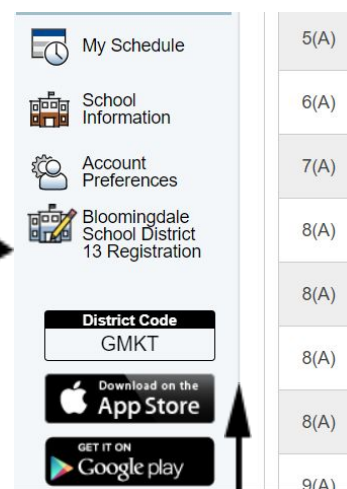
You may contact your child's school by phone or submit [this support ticket](#) to ask any general questions about the form.

How do I access the online [Returning Student Registration](#) form?

The Returning Student Registration form is accessed from the bottom of the left menu within the [PowerSchool Parent Portal](#), which is available via clicking the  icon on the [sd13.org](#) website, or using this [link](#). To sign into the portal, you will need to use the username and password entered when first creating your Parent Portal account. If you do not remember your account credentials, please use the ["Forgot Username or Password?"](#) option found on the PowerSchool Parent Portal login screen.

If you were a new student to SD13 in the 2019-2020 school year, you may not have a PowerSchool Parent Portal account. To access the PowerSchool Parent Portal to create an account, please click on the [Create Account](#) tab. When creating a portal account, parents will need their child(ren)'s Access ID and Passcode, which will be sent via email near the end of March, 2020. If not received, please contact your child's school by phone or [submit this support ticket](#) to obtain your child(ren)'s Access ID and Passcode.

Detailed Instructions for using the PowerSchool Parent Portal can be found [here](#). Comprehensive instructions for the Returning Student Registration process can be found on the [sd13.org/ReturningStudentRegistration.aspx](#) website.



To access the Parent Portal from your smartphone, please download the PowerSchool Parent App and use the District Code shown above to connect to Bloomingdale SD13.