

## Helpful Guide to Using Bloomingdale SD13 Online Returning Student Registration

### What documentation is required for Proof of Residency?

Three documents, one from each category and all showing the same home address, must be provided as proof of residency.

**Illinois Department of Motor Vehicle Offices (DMVs) have now reopened. Updated IDs must show current home address within SD13 boundaries.**

#### 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

#### 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

**NOTE:** If documents from Category 2 and Category 3 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 into the main office of your child's school. Along with the completed affidavit form and parent/guardian identification, three documents from the homeowner (one from each category and all having the same home address) must be brought into the main office of your child's school.

**Please call your child's school to schedule an appointment to bring in required Affidavit documents.**

### Is my 5<sup>th</sup> grade student, who will be entering 6<sup>th</sup> grade, considered a returning student?

Yes, 5th grade students who will be attending 6th grade at Westfield Middle School for the 2022-2023 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.

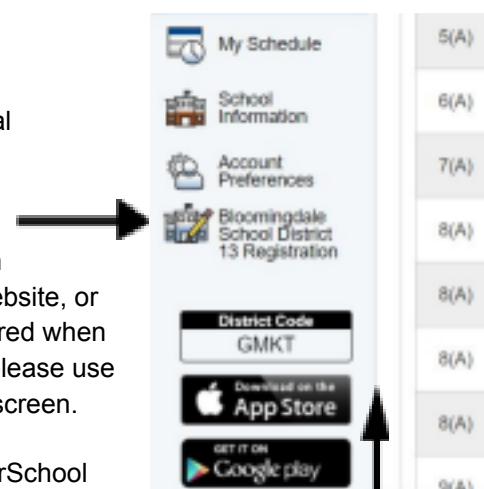
### How do I access the online [Returning Student Registration](#) form?

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 2021-2022 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, 2022. 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.