

# BLOOMINGDALE ELEMENTARY SCHOOLS

DuPAGE SCHOOL DISTRICT 13



Dear Parents / Guardians:

Bloomington School District 13 will be starting the 2019-2020 Online Returning Student Registration process earlier this year. The online registration link will be made available March 18, 2019. We will once again be using the Powerschool Parent Portal for Returning Student Registration. [Instructions to access your Powerschool Parent Portal are listed on the back.]

This year the online returning student registration forms 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 any of the 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 back. An email will be sent to all parents of current students, PreSchool through 7<sup>th</sup> grade, within the next two weeks. This email will contain the necessary access credentials, step by step instructions, and links to informative videos to assist you with completing the registration process for the 2019-2020 school year.

**Please note:** Parents of all returning students must complete the registration forms online, prior to July 19th. Parents will need to upload the required Proof of Residency documents (see details on back). If you do not have a home computer, the PowerSchool Parent Portal and Online Registration systems are mobile friendly, so they are easily accessible using your smartphone.

In addition, the district will provide parent support for online registration at each of the three schools prior to the start of next school year. Computers, scanners, and technology staff will be available to personally assist you with your registration. Parent Support for Online Registration is scheduled **during regular school hours** as follows:

- Erickson Elementary School - **Last Tuesday of each Month: 3/19, 4/30, 5/28, 6/25**
  - Dujardin Elementary School – **Last Thursday of each Month: 3/21, 4/25, 5/30, 6/27\***
  - Westfield Middle School - **Last Wednesday of each Month: 3/20, 4/24, 5/29, 6/26**
- \*Due to summer construction work, June support day for Dujardin will be held at Westfield**

If these dates or times are not conducive to your schedule, please **contact your child's school to make an appointment** to use a school computer to complete the process.

Online Fee payments are made through [PushCoin](#). The 2019-2020 registration fees will be invoiced within PushCoin prior to April 1st. Parents who wish to pay by check may do so after their online registration is complete. **(Cash payments are not accepted.)** A list of [2019-2020 fees](#) and Instructions for creating an account and using PushCoin (<https://www.pushcoin.com>), are available on the [sd13.org](http://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 2019-2020 school year.

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

**NOTE: In order to provide parents easy access to the hyperlinks included in this document, a copy of this letter has been, and will be, included in the Digital Newsletters distributed via each school on a weekly basis.**

## 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

Category Three - Occupancy Documentation

- Current electric, water, gas or cable/internet bill in your name
- 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

### Do I need to complete the Returning Student Registration form if I have a 5<sup>th</sup> grade student who will be attending Westfield Middle School during the 2019-2020 school year?

Yes, 5th grade students that will be attending 6th grade at Westfield Middle School for the 2019-2020 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.

### 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 email address 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 Portal login screen.

If you do not have a PowerSchool Parent Portal account, please click on the [Create Account](#) tab. When creating a portal account, parents will need their child(ren)'s Access ID and Passcode provided by your school via the email sent during the last two weeks of March. If you no longer have this email, 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.

