

BLOOMINGDALE SCHOOL DISTRICT 13 SCHOOLS

164 EUCLID AVE BLOOMINGDALE, IL 60108

630-893-9590

WHAT'S NEEDED TO ENROLL MY STUDENT?

Access the Online Enrollment Form for Kindergarten and New Students

Go to *SD13.org* > *District Information* > *New Student Enrollment*

Follow these steps to get to this form via the School District 13 website:

- Using a current browser, go to <https://www.sd13.org>
- In the upper left corner, click District Information
- Click on New Student Enrollment in left menu
- Read the content to select the correct form
- Upload required documentation when completing the online form

Proof of Residency

Proof of Residency is required for all students. Three documents, one from each category and all having the same home address, must be provided as proof of residency.

- Category 1 – Personal Identification
 - Valid Illinois Driver's License
 - Valid Illinois State ID
 - Other Valid Photo ID with Address
- Category 2 – 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. 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.

- Category 3 – Occupancy Verification
 - Current electric, water, gas or cable/internet bill that includes your name and address
 - Current Homeowners Insurance
 - Recent Illinois vehicle registration (dated within 6 months of form submission)
 - Pay stub from your employer (with current home address)
 - Current public aid card or document from DHS or DCFS that includes your name and address

Out-of-State Transfer Students

- Proof of Residency
- Illinois Student Transfer Form
- Records Consent
- Illinois Certificate of Health Exam
- Eye Exam
- Dental Exam

New and In-State Transfer Students

- Proof of Residency
- Records Consent
- Illinois Certificate of Health Exam
- Eye Exam
- Dental Exam

Other Possible Medical Forms

- Medication Authorization Form
- Religious Exemption Form
- Asthma Action Plan
- Asthma Emergency Plan
- Illinois Food Allergy Emergency Action Plan
- Insect Allergy Plan

The Illinois School Code requires all children entering Kindergarten or transferring to a new school to have a physical exam and certain immunizations prior to entering school. A Dental exam and Eye exam may also be required.

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School Fees

Bloomington SD13 has a simple fee structure with one annual registration fee applied to each student. Optional fees may also be applicable for non-mandatory items such as daily milk or transportation services.

Payment

Bloomington SD13 uses PushCoin, an online service, for parents to pay for school fees. Visit www.pushcoin.com to add your student to your PushCoin account by clicking the Add User button. Enter the unique PushCoin Registration Code which has been sent from support@pushcoin.com to the email address that you have provided to SD13 when enrolling your student. If two weeks have passed since you submitted your enrollment form and you do not yet have the unique code, click Request Student Access.

Please note:

- the kindergarten / new student enrollment form must be completed and submitted prior to paying your registration fees
- submitted forms must be approved by school staff prior to student records being available within PushCoin
- an early-bird discount is offered for fees paid prior to July 1st

Possible Fee Wavier Application Forms

- Current pay stub
- Current W-2
- Current Federal 1040 tax form showing dependents
- Card indicating participation in AFDC, TANF, or SNAP Program
- Public Aid Case ID number