



# Palos East and West Schools 2017 - 2018

## KINDERGARTEN REGISTRATION

For students attending kindergarten in the fall of 2017

**February 6 – February 10, 2017**  
**9:15 a.m. to 3:00 p.m.**

Classroom Visitation is Thursday, February 9, 2017

- STEP 1** Beginning January 23, go online to start the registration process at [www.palos118.org/registration](http://www.palos118.org/registration).
- STEP 2** Come to school with required documentation (see below) February 6 – 10 to **finalize your registration**. We suggest that parents with last names A-L come between 9:15 a.m. and 11:30 a.m.; parents with last names M-Z come between 12:30 p.m. and 3 p.m. during the week of February 6 – 10.
- STEP 3** **Schedule a visit for Classroom Visitation Day on Thursday, February 9, 2017.** It is an opportunity to bring your future kindergartener to see our classrooms and meet our teachers. February 9 usually welcomes the largest number of parents, so it is recommended to register earlier during the week and still come for visitation day to avoid longer wait times on Thursday.

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### Registration Requirements

REGISTRATION IS FASTER AND IS USUALLY COMPLETED IN ONE VISIT IF PARENTS/GUARDIANS COME PREPARED WITH THE FOLLOWING:

- CHILD'S AGE: Your child must be five (5) years old on or before September 1, 2017 in order to register.
- PARENT REGISTERING NEEDS PHOTO ID: Driver's license or state ID with current address REQUIRED
- ORIGINAL BIRTH CERTIFICATE: Certificate of live birth
- PROOF OF RESIDENCY: In addition to photo ID, registering parent must provide original documents which include parent/guardian's mortgage payment or closing documents or lease with current payment. Two other forms of proof as listed on reverse side.
- CONTACT AND STUDENT BACKGROUND INFORMATION: Registering parent/guardian must provide contact information (e.g., phone numbers home, cell, work) for both natural parents. In addition, any information on special needs for the child (e.g., special health concerns such as allergies). See reverse for more information about specific examples.
- To expedite the registration process, last names A-L please come between 9:15 a.m. and 11:30 a.m, last names M-Z come between 12:30 p.m. and 3 p.m.

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Contact the school office if you are unable to register your child at this time or for further information.

**Palos West:** 12700 South 104th Ave., Palos Park, IL 60464 Phone: 708-448-6888 Fax: 708-923-7064

**Palos East:** 7700 W. 127th St., Palos Heights, IL 60463 Phone: 708-448-1084 Fax: 708-923-7077

## Frequently Asked Questions

Q: Can I start the registration process at home?

A. Yes, by going to [www.palos118.org/registration](http://www.palos118.org/registration) beginning January 23, 2017.

Q: Can a grandparent or other non-custodial person register a child for school?

A. No, only a custodial parent or legal guardian may register a child for school. If the week of February 6 is inconvenient for you, we will be happy to schedule an alternate time to register your child.

Q: What do I need to prove residency?

A. Proof of occupancy: Parent/guardian must provide a photo ID with current address, mortgage or closing documents with current payment, **and** two other items from the list below which must include the parent/guardian's name and address of residence:

- **Driver's license or state ID with current address REQUIRED**
- **Mortgage payment or closing documents or lease with current payment REQUIRED**
- Cable bill
- Utility bills: gas, water, electric
- Garbage collection bill
- Phone bill: cell or home
- Credit card bill
- Vehicle registration card
- Voter registration card
- Current public aid card
- Homeowners/rental/auto insurance policy
- Current tax receipt

### New Resident Suggestions

- **Updated driver's license or state ID with current address REQUIRED**
- **Mortgage payment or closing documents or lease with current payment REQUIRED**
- US mail change of address form
- Cable service installation
- Bank change of address verification
- Moving company receipt
- Employer change of address verification letter

Q: My family is renting our home within the Palos 118 attendance boundaries. What do I bring to show proof of residency?

A: You will need to bring in the signed and dated lease and proof of last month's payment. You will still need to provide three (3) additional pieces of identification to show proof of residency (utility bills, voter registration card, vehicle registration card, etc.) with your name and address.

Q: My child and I are living with another district resident. What documentation is required to show proof of residency?

A: When a parent and student are living with another district resident, the resident must complete Form 760 E2. The parent **and** district resident must still provide proof of residency as identified above.

Q: What other information do I need to register?

A. You should have all of your contact information such as cell phone numbers, work phone numbers, and email addresses. This information is needed for both parents. If parents do not reside in the same household, contact information is still needed for both parents. You should be prepared to provide any special health information such as allergies. In cases where a court order has been issued regarding custody/divorce and orders of protection, a copy should be provided to verify custody of the child. You will also need the birthdates of the child's brothers and sisters. Finally, you will be asked to provide the names, addresses, and phone (cell, land, and work) for three contact persons other than parents that you authorize to be contacted in an emergency and who can pick your child up from school if parents cannot be reached.

Q: When do I need to have my child's health information returned to school?

A: We require physical/immunization records for all incoming students **BEFORE** the first day of school. No child will be admitted on the first day of school without current, complete health records, and a certified birth certificate.