

Incoming Freshman

All incoming freshmen will have to complete an online registration and an in-person enrollment.

Online Registration

All incoming freshmen must complete the online registration process using the unique 'SnapCode' that was mailed to you. The portal will be open from **May 10 - June 4**. Additional information and the portal link was included in the mailing.

Please gather key information like emergency contact information, doctor information and medications your child needs prior to beginning the online registration process.

We are asking families to schedule physicals as soon as possible. They will be required for your in-person appointment along with their immunization records. **If your student has not had their physical, you must present an appointment card or letter at enrollment.**

Once the online registration process is completed, parents will have access to schedule their in-person enrollment appointment.

Parents will receive an email confirmation of their appointment.

In-Person Enrollment: (required documents and appointment scheduling)

In-Person Enrollment Appointment

Incoming Freshman students who have completed online enrollment must schedule an in-person appointment. All appointments will take place at the Rich Township High School Administrative Center, located at 20550 S. Cicero Avenue in Matteson. In-person appointments begin June 10, 2021 and are limited per day.

June 10 & 16

8:00 am to 12:00 pm
1:00 pm to 3:00 pm

June 17 & 24

10:00 am to 1:00 pm
3:00 pm to 7:00 pm

June 26

9:00 am to 11:30 am
1:00 pm to 3:00 pm

Required Documentation

You must bring the following documents with you for your in-person enrollment. Failure to do so will mean that you would need to reschedule your appointment.

Medical	<p>We are asking families to schedule physicals as soon as possible because the following will be required for your in-person appointment:</p> <ul style="list-style-type: none">• Dental exam• Immunization records• 9th Grade Illinois State health physical (sports physical forms are not acceptable) <p>Note: If your student does not have a current physical, you must present documentation confirming that a physical exam has been scheduled to continue the enrollment process. Proof of appointment must be provided in writing. An acceptable form of proof is:</p> <ul style="list-style-type: none">appointment cardemail confirmation from a doctordoctor's notedoctor's appointment printout from their computer
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<p>Proofs of Residency</p>	<ul style="list-style-type: none"> • One of the following: Driver's License, State or Other Photo ID • One of the following: Current lease or Current mortgage statement • Two of the following (dated within the last 60 days): Utility Bill(s) - gas, water or electric Phone, Cable, or Tax Bill Car Registration, Village Car Sticker or Car Insurance Pay Stub or Bank Statement Home/Renters Insurance Public Aid/Medicaid Card <p>NOTE - if the parent/guardian is not the homeowner or leaseholder then they need to additionally provide the following documentation: Driver's License, State or Other Photo ID <i>(with current address)</i> Proof (2) <i>(with current address)</i> Notarized Affidavit of Residency</p>
<p>Birth Certificate & Diploma</p>	<p>Original or copy is acceptable</p>
<p>Other Documents (if applicable)</p>	<p>Divorce decree or Custody agreements Guardianship papers or 906 placement forms</p>

Social Distancing Guidelines

For the safety of all staff and families, the district is following the guidelines per the State Board of Education and the Illinois Department of Health.

1. All staff will be wearing PPE.
2. All family members must wear a mask to enroll their child.
3. There will be a strict 2-person limit per household. No siblings will be allowed.
4. Due to social distancing, we are not accepting walk-in appointments. Only families with a confirmed appointment will be allowed to enroll their child.