

New Student

May 4, 2022

Dear New Student Parent/Guardian:

Welcome to Rich Township High School District 227. Rich Township High School uses an online student registration system in an effort to streamline the enrollment and registration process. Below is the process for:

Section A - Incoming Freshman from our feeder school districts (159 - Colin Powell, 160 - Southwood, 162 - Illinois or O W Huth, 163 - Michelle Obama).

Section B - Transfer Students (9th – 12th) entering from a school outside of the defined District 227 boundaries or the State of Illinois.

Section A - Incoming Freshmen (9th) from our feeder school districts

PARENTS' GUIDE TO REGISTRATION

Enrollment Express is a data collection system integrated into PowerSchool to share forms with you. Parents will need to create a Parent Portal account in PowerSchool in order to begin the online registration process for the upcoming school year.

- Online Enrollment – the new online student enrollment system is a secure and paperless process. Parents/guardians will receive a letter/email with instructions on how to access the system.
- Required Registration Documents – District 227 requires the following documents to be uploaded during the online process:

Medical Records

- Dental exam
- Immunization records
- 9th Grade Illinois State health physical (**sports physical forms are not acceptable and out of state students must have an IL physical**)

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:

- appointment card
- email confirmation from a doctor
- doctor's note
- doctor's appointment printout from their computer

Documents

- Birth Certificate
- Divorce/Custody/Guardianship Papers/906 Placement Form (**if applicable**)
- 8th Grade Report Card & Diploma
- ISBE Student Transfer form
- IEP/Special Ed Records (**if applicable**)

Residency Proofs Homeowner/Leaseholder

- Driver’s License, State or Other Photo ID
- Current Lease or Mortgage Statement
- Any (2) of the following: (***dated within the last 60 days***)
Utility, Phone or Cable Bill, Home/Renters Insurance, Car Registration, Village Car Sticker or Car Insurance, Pay Stub or Bank Statement

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
- (2) Proofs with current address
- Notarized Affidavit of Residency form

Medical Forms:

[Illinois State 9th Grade Health Physical](#)

[Illinois State 9th Grade Health Physical \(Spanish version\)](#)

Use this link to download the dental examination form: [Click here](#)

- Fee Waiver Application – if your young adult qualifies for free meals or reduced-priced meals, they may be eligible for a fee waiver. To apply for a waiver, we are introducing an online application process. Additional information can be found on our website.
- Online Fee Payment – District 227 uses an online solution for parents/guardians to manage payments of student fees easily. It is encouraged that all parents/guardians create a MySchoolBucks account. It is the most convenient way to pay fees. You may create an account by accessing <https://www.myschoolbucks.com> or accessing online fee payment on the parent resources link on the www.Rich227.org website.

Registration Dates for	
Grade Level	Dates
Incoming 9th Graders from our feeder districts (159, 160, 162 and 163)	May 23 – 27, 2022 Online
Incoming 9th Graders from our feeder districts (159, 160, 162 and 163) who need assistance with the online registration process	Tuesday, May 24th 4:00 pm – 7:00 pm FAC Campus, A100’s
	Thursday - May 26th 7:30 am – 10:30 am STEM Campus, Room 200
	Thursday, June 2nd 4:00 pm – 7:00 pm STEM Campus, Room 200
	Wednesday, June 8th 7:30 am – 10:30 am FAC Campus, Media Center

Section B – Transfer Students (9th – 12th)

You must reside in District 227 to attend Rich Township High School - STEM or Fine Arts and Communications Campus. To determine if your home lies within our district boundaries and see which campus your student will attend, click here for our 5Maps interactive boundary tool.

Once you determine your campus based on your address you will need to schedule an enrollment appointment with the appropriate campus:

STEM Campus – 708.679.5600

FAC Campus – 708.679.3000

Below is a list of required documents needed for your enrollment appointment

Incoming Freshman (9th)	Upperclassman (10th, 11th or 12th)
<p style="text-align: center;">Medical Records</p> <ul style="list-style-type: none"> • Dental exam • Immunization records • 9th Grade Illinois State health physical (sports physical forms are not acceptable and out of state students must have an IL physical) <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 card • email confirmation from a doctor • doctor's note • doctor's appointment printout from their computer 	<p style="text-align: center;">Medical Records</p> <ul style="list-style-type: none"> •Dental exam • Immunization records • 9th Grade Illinois State health physical (sports physical forms are not acceptable and out of state students must have an IL physical) <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 card • email confirmation from a doctor • doctor's note • doctor's appointment printout from their computer
<p style="text-align: center;">Documents</p> <ul style="list-style-type: none"> • Birth Certificate • Divorce/Custody/Guardianship Papers/906 Placement Form (if applicable) • 8th Grade Report Card & Diploma • ISBE Student Transfer form • IEP/Special Ed Records (if applicable) 	<p style="text-align: center;">Documents</p> <ul style="list-style-type: none"> • Birth Certificate • Divorce/Custody/Guardianship Papers/906 Placement Form (if applicable) • Unofficial Transcript • ISBE Student Transfer form • IEP/Special Ed Records (if applicable)
<p style="text-align: center;">Residency Proofs Homeowner/Leaseholder</p> <ul style="list-style-type: none"> • Driver’s License, State or Other Photo ID • Current Lease or Mortgage Statement • Any (2) of the following: (<i>dated within the last 60 days</i>) <p style="padding-left: 40px;">Utility, Phone or Cable Bill, Home/Renters Insurance, Car Registration, Village Car Sticker or Car Insurance, Pay Stub or Bank Statement</p> <p>NOTE - if the parent/guardian is not the homeowner or leaseholder then they need to additionally provide the following documentation:</p> <ul style="list-style-type: none"> • Driver’s License, State or Other Photo ID • (2) Proofs with current address 	<p style="text-align: center;">Residency Proofs Homeowner/Leaseholder</p> <ul style="list-style-type: none"> • Driver’s License, State or Other Photo ID • Current Lease or Mortgage Statement • Any (2) of the following: (<i>dated within the last 60 days</i>) <p style="padding-left: 40px;">Utility, Phone or Cable Bill, Home/Renters Insurance, Car Registration, Village Car Sticker or Car Insurance, Pay Stub or Bank Statement</p> <p>NOTE - if the parent/guardian is not the homeowner or leaseholder then they need to additionally provide the following documentation:</p> <ul style="list-style-type: none"> • Driver’s License, State or Other Photo ID • (2) Proofs with current address

• Notarized Affidavit of Residency form

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