

Please note: There are several new procedures for registration. Please read carefully.

## 2009-2010 REGISTRATION

Registration for the 2009-2010 school year will take place in the Finley Junior High School Gym on **Tuesday, August 11** and will begin at **1:00 p.m. and end at 8:00 p.m.** (Doors will close at 7:45 p.m.) **We will be closed from 5:00-6:00 for the dinner hour.** Registration will resume on **Wednesday, August 12 from 9:00 a.m.-12:00 p.m.** There will be a fee of **\$25.00 per child** for *late registration after August 12 and late registration will be done on Wednesdays only from 9:00-12:00 and 1:00-3:00.*

Parents must present *three* acceptable proofs of residency in order to begin the registration process. *One of the required documents is a photo identification that shows the current address of the parent registering the children.*

### **REGISTRATION WILL NOT BE COMPLETED UNTIL ALL PROOFS OF RESIDENCY ARE PRESENTED.**

#### ***CATEGORY I (ONE REQUIRED)***

- Most recent property Tax Bill
- Mortgage Papers (including payment book)
- Title
- Title Insurance Policy
- Agreement of sale for a residential property located within the district's geographic boundaries, signed by the seller and parent/guardian as buyer which recites a closing date within 60 calendar days after requested enrollment date.
- Letter of Residence (E-2 Form) and copy of landlord's tax bill.
- Signed and dated lease and proof of last 2 months' payments (canceled check or receipts required from renters)

#### ***CATEGORY II (ONE REQUIRED)***

- Current Drivers License
- Current State Identification Card

#### ***CATEGORY III (ONE REQUIRED)***

- Current/Most Recent Gas Bill
- Current/Most Recent Electric Bill
- Current Public Aid Card

Note: The landlord's name and contact information is required to for any residential rental property. The names of all persons living in the rental property, including the student, must be on the lease. **Those who cannot produce a lease must come to the district office prior to registration to obtain an E2 form.**

#### **FEES 2009-2010**

<b>Grade</b>	<b>Registration Fee</b>	<b>Technology</b>
Kindergarten-Grade 5	\$70.00	\$30.00
Grades 6-8	\$80.00	\$30.00

**NO STUDENT REGISTRATION WILL BE COMPLETED UNLESS PAST OWED FEES ARE PAID IN FULL BY AUGUST 7, 2009.**

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## **METHODS OF PAYMENT**

We have partnered with **E-Pay** (sponsored through Illinois State Treasurer) for your convenience. Payment can be made by MasterCard, American Express, Discover or E-Check. There is a convenience fee charged for using this system. Computers will be available at registration for using this system. Please check the district website for more information. [www.crsd1275.org](http://www.crsd1275.org). **For those who request payment plan option, 25% of the fees must be paid at registration and the other 3 payments on a quarterly basis.**

## **WAIVER:**

**Waivers need to be applied for on a yearly basis. The process for approval can take 45 school days. There is a 25% deposit required on all student waiver applications. If your waiver is approved, you will be required to submit a refund form to receive your money.**

To apply for a waiver for fees the following documents **must** be presented at time of registration. Please note: **The child's name must match the legal name on all documentation; all paperwork must reflect a current address within the school district.**

**FOOD STAMP/AFDC HOUSEHOLDS** If you receive food stamps or AFDC, you need only provide information which shows your **current** participation in one of these programs:

- Letter from food stamp or AFDC office listing all recipients of food stamps or AFDC
- AFDC benefit letter from welfare office

## **EARNINGS/WAGES/SALARY**

- Current consecutive paycheck stubs (2 needed-include how often you are paid)

## **SOCIAL SECURITY/PENSIONS/RETIREMENT**

- Social Security retirement benefit letter
- Pension award notice

## **UNEMPLOYMENT COMPENSATION**

- Notice of eligibility from State Employment Office

## **WELFARE PAYMENTS**

- Benefit letter from welfare agency

## **CHILD SUPPORT/ALIMONY**

- Court decree, agreement or copies of checks received

## **OTHER INCOME**

- If you have other forms of income, provide information or documents which show the amount of income received, how often it is received and the date received.

## **DISABILITY OR WORKERS' COMPENSATION**

- Copy of disability award letter
- Check stub

## **NO INCOME:**

Please request a No Income form during registration.

## **TO APPLY FOR FREE OR REDUCED LUNCH:**

- **Free or reduced lunch applications need to be applied for on a yearly basis.**
- No certification letters are mailed from the state; free or reduced lunches are now electronically verified. It is imperative that all names are listed and spelled correctly.
- Process for approval by the district takes 30 school days.
- New students need to follow approval process before receiving free or reduced lunches. Payment is expected until approval.
- **It is the responsibility of parents to place an order so that students receive a lunch or breakfast.**