



NEW STUDENT ENROLLMENT CHECKLIST
For CCSD59 Office Use only (Parents/Guardians, do not complete)

Registration Staff - Please complete both sides of this form!

Forms due when packet is turned in - Verify all forms are completed, signed, and dated:

Form #	Form Name	ELC	K	1 - 5	JH
SR-13 OR SR-5	Verification of Student Residence and Copies of 3 Proofs				
SR-39	New Student Registration/Emergency Contact				
SR-11	Permanent Birth Record and Birth Certificate				
SR-12	Home Language Survey*** (completed only once)				
SR-36	Data Collection Form				
H-29	Status of Physical/Immunization Records				
H-103	Annual Student Health Form				
H-115A	Parent Consent for Athletics/Proof of Medical Insurance				
T-42	Transportation Request Form				
SR-37	Student Photo Permission Form				
SR-38A/B	Annual Authorization for Internet Access				
SR-42	Discipline Policy Agreement Form				
EC-10	Proof of Family Income				
YAF	Young Athletes Permission Form				
ILC-1	CCSD59 Software Application Permission Form				
ILC-2	Student Device Responsible Use Form				
ILC-3	Student Device Protection Plan Form (Optional but due no later than 30 days from start of school year)				
Fee Form	Fees Form (for applicable grade only)				
SR-9	Request for Student Records				

Forms due later:

Form #	Form Name	ELC	K	1 - 5	JH
H-11	IL Dept of Health Dental Exam Form				
H-67	State of IL Eye Exam Report				
IL-444-4737 (H12)	State of IL Cert of Child Health Exam				

***Home Language (SR-12 form): If another language besides English is spoken, enter student on state database check.

If required, enter date and time of testing appt: _____

(SEE OTHER SIDE FOR ADDITIONAL QUESTIONS)

Other Additional Considerations (please note, info may not be available at time of registration):

Did child attend ELC? Yes No

Does child have an IEP or Special Needs? Yes No

If yes, date requested and name of organization:

Does parent qualify for Free/Reduced Meals? Yes No

Is parent interested in Dual Language Program? Yes No

Is parent interested in Ridge (Choice)? Yes No

Additional Notes or Follow-Up Needed:

Registered by: _____ Date: _____

BIRTH DATES BY GRADE LEVEL				
BIRTH DATE		2018/19	2019/2020	2020/2021
FROM	TO			
9/2/2004	9/1/2005	8		
9/2/2005	9/1/2006	7	8	
9/2/2006	9/1/2007	6	7	8
9/2/2007	9/1/2008	5	6	7
9/2/2008	9/1/2009	4	5	6
9/2/2009	9/1/2010	3	4	5
9/2/2010	9/1/2011	2	3	4
9/2/2011	9/1/2012	1	2	3
9/2/2012	9/1/2013	K	1	2
9/2/2013	9/1/2014		K	1
9/2/2014	9/1/2015			K



COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59

1001 Leicester Road * Elk Grove Village, IL 60007 Phone: 847-593-4300 Fax: 847-593-4352

PARENT/GUARDIAN VERIFICATION OF STUDENT RESIDENCE

All students attending District 59 schools must be legal residents of the District.

Generally, Illinois law provides that the residence of a student is the same as the person who has legal custody of the student.

STUDENTS ENTERING 3rd & 6th GRADE MUST PROVE RESIDENCY AT THE SCHOOL BETWEEN AUGUST 1 - AUGUST 10

STUDENTS WILL NOT BE ALLOWED TO BEGIN SCHOOL UNTIL RESIDENCY IS PROVEN

NOTICE: Registration of a student who is not a legal resident is a fraudulent act. Illinois law has made it a crime, punishable by imprisonment and fine, to knowingly or willfully present any false information regarding the residency of a student for purposes of enabling that student to attend on a tuition-free basis or to knowingly enroll or attempt to enroll a student on a tuition-free basis when the student is known to be a non-resident of the District. Board of Education policy authorizes the investigation of residency before or after enrollment in accordance with Illinois law and may require additional information to be considered in determining residency. Parents/guardians who fraudulently register a student will be charged tuition for the period the student had been in attendance. The District will seek prosecution to the full extent of the law of any person who the District believes has committed any residency-related crime. Additionally, a civil lawsuit may be initiated by the District.

Student Name: _____	School Name: _____
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A total of three (3) original documents from the categories below are required to prove residency (If Unable to Provide Use Form SR-5).

Category A: One (1) Document Required	Category B: Two (2) Documents Required		Military Personnel must provide one of the following within 60 days after the date of student's initial enrollment:
<input type="checkbox"/> Most recent Real Estate Tax Bill	<input type="checkbox"/> Driver's License or State ID	<input type="checkbox"/> Current Homeowners/Renters Insurance Policy and Premium Payment Receipt	<input type="checkbox"/> Postmarked Mail Addressed to Military Personnel <input type="checkbox"/> Lease Agreement for Occupancy <input type="checkbox"/> Proof of Ownership of Residence
<input type="checkbox"/> Mortgage Papers	<input type="checkbox"/> Vehicle Registration	<input type="checkbox"/> Most Recent Gas, Electric and/or Water Bill	
<input type="checkbox"/> Signed and Dated Lease or Letter from Manager or Proof of Last Month's Payment	<input type="checkbox"/> Voter Registration	<input type="checkbox"/> Mail Received at District Residence	
IMPORTANT: District 59 reserves the right to evaluate the evidence present and merely presenting the items listed below does not guarantee admission.	<input type="checkbox"/> Most Recent Cable or Credit Card Bill	<input type="checkbox"/> Receipt for Moving Company Services Showing Current Address	
	<input type="checkbox"/> Current Public Aid Card	<input type="checkbox"/> Other _____	

Category C: None of the Documents in Categories A & B are Applicable Because:	<input type="checkbox"/> 1. The student is homeless and eligible for enrollment under the Illinois Education for Homeless Children Act <input type="checkbox"/> 2. The student is enrolling based on the determination of the Department of Children & Family Services (<i>Attach DCFS Documentation</i>)
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I affirm that I am a resident of Community Consolidated School District 59 and that the information presented in this form is true, complete and accurate.

Printed Name of Parent / Guardian	Signature of Parent / Guardian	Date
Residency Materials Received By: _____	<input type="checkbox"/> All Materials Supplied	
<input type="checkbox"/> Referred for Further Review to: _____	<input type="checkbox"/> Principal <input type="checkbox"/> Homeless Liaison	



NEW STUDENT REGISTRATION and EMERGENCY CONTACT FORM - CCSD59

Directions: Print & Complete Both Sides. Shaded Section at Top is for Office Use Only.

Student Other ID:	Student State ID:	School:	Pre-School:	Kindergarten:	Grade:
			<input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> FULL DAY & <input type="checkbox"/> 4 Day <input type="checkbox"/> 5 Day	<input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> FULL DAY	

First Name:		Last Name:			Middle Name:		Birth Date: ___/___/___
							Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Street Address:					Apt. / Lot / Unit #:		
City & Zip Code:					Complex / Mobile Home Park Name:		
Primary Phone Number:					Has Your Student Been Enrolled in District 59 Before? :		<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Your Student Entered a U.S. School:	If Yes, Which School/s and What Year/s?		Name of Last School Attended & State:		Is Your Child Receiving Any Special Services?		
(Month/Day/Year) ___/___/___					<input type="checkbox"/> Bilingual <input type="checkbox"/> ESL <input type="checkbox"/> Special Education <input type="checkbox"/> Other:		
Country of Birth:			9 Digit Medicaid Number:		(Voluntary & Optional) Military Service Information:		
State of Birth:							
City of Birth:							
							<input type="checkbox"/> I am a member of the United States Armed Forces
							<input type="checkbox"/> I am on active duty / expected to be deployed to active duty during the school year

Title:	First Name:	Last Name:	Work Phone & Extension:	Cell Phone:
Relationship to Student:	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Step-Father <input type="checkbox"/> Step-Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Other		Email Address:	
Language Preference:	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Polish <input type="checkbox"/> Gujarati <input type="checkbox"/> Other: _____		Custody: <input type="checkbox"/> Yes <input type="checkbox"/> No	Lives With: <input type="checkbox"/> Yes <input type="checkbox"/> No
Title:	First Name:	Last Name:	Work Phone & Extension:	Cell Phone:
Relationship to Student:	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Step-Father <input type="checkbox"/> Step-Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Other		Email Address:	
Language Preference:	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Polish <input type="checkbox"/> Gujarati <input type="checkbox"/> Other: _____		Custody: <input type="checkbox"/> Yes <input type="checkbox"/> No	Lives With: <input type="checkbox"/> Yes <input type="checkbox"/> No
Title:	First Name:	Last Name:	Work Phone & Extension:	Cell Phone:
Relationship to Student:	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Step-Father <input type="checkbox"/> Step-Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Other		Email Address:	
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Title:	First Name:	Last Name:	Work Phone & Extension:	Cell Phone:
Relationship to Student:	<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Step-Father <input type="checkbox"/> Step-Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Other		Email Address:	
Language Preference:	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Polish <input type="checkbox"/> Gujarati <input type="checkbox"/> Other: _____		Custody: <input type="checkbox"/> Yes <input type="checkbox"/> No	Lives With: <input type="checkbox"/> Yes <input type="checkbox"/> No

EMERGENCY Contact and Sibling Information - CCSD59

Student First Name:	Student Last Name:	Student Middle Name:
Student ID:	School Name:	Date:

Local Persons to Call in an EMERGENCY if Parents/Guardians Cannot Be Reached - List at least Two (2) People

	First and Last Names:	Relationship:	Language Spoken:	Phone Number:
1				
2				
3				
4				

List ALL other Student's Siblings (Brother/s, Sister/s, Step-Brother/s, Step-Sister/s)

	First Name:	Last Name:	Name of School Attending:	Grade:	Age:
1					
2					
3					
4					
5					

Parent/Guardian Name (Please Print):	Parent/Guardian Signature :	Date:



Community Consolidated School District 59

Transportation Request Form

School Year 20__ - 20__

INSTRUCTION TO PARENT OR GUARDIAN: Please complete this form **ONLY** if the requested pick-up or drop-off location for your student is **DIFFERENT than the closest stop to your home address or if no transportation is required for drop-off and/or pick-up**. If this form is not completed, the default location will be assigned, which is the stop closest to your home address.

Any changes require a minimum of 3 days notice; changes at the beginning of the school year require 2 weeks notice. These instructions will remain in place for the entire program listed below and cannot be changed without further written authorization.

Submit this signed form to your child's school.

This request is being made for the following CCSD59 Program: Regular School Year Summer School Program (specify): _____

Please print: Student Name: _____

School Name: _____

Grade Level: _____ Kindergarten/PreK: Full Day Program AM Program PM Program

Home Address: _____ City: _____ Zip: _____

Home Phone Number: _____ Language Spoken (if not English): _____

Check only ONE option for pick-up and ONE option for drop-off. All pick-up and drop-off sites must be located within CCSD59 and School boundaries. Alternating days of the week or multiple locations for pick-up or drop-off are not allowed.

Pick-up Information

- No bus is required, parent will transport
- Other: Please provide detailed information below:
 Site Address: _____
 City and Zip: _____
 Phone # for this location: _____
 Relationship to student: _____

Drop-off Information

- No bus is required, parent will transport
- Other: Please provide detailed information below:
 Site Address: _____
 City and Zip: _____
 Phone # for this location: _____
 Relationship to student: _____

Parent or Guardian Signature: _____ Date: _____

This section is for IEP (504) students only: To be completed by CCSD59 authorized coordinators only. The following information must be based on IEP (504) requirements.

Date for service to begin: _____ Type of bus authorized: Lift Able to ride gen ed bus

Type of service authorized: Curb to curb Curb to curb (no escort required) Aide

Special Requirements: Child Securement Child's Weight: _____ Other: _____

Notes: _____

LEA Coordinator Authorization Signature: _____ Date: _____

This section is to be completed by Transportation Department Only

Date received: _____ Route Assignment: _____ Effective Date: _____

Contractor notification date: _____ Parent/School notification date: _____

Processed by: _____



COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59

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Students

Exhibit - Using a Photograph or Video Recording of a Student

Student Name _____ School year _____

Photographs, Videos or Digital Images of Students

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that appear in school publications, such as yearbooks, newspapers, or sporting or fine arts program are considered "directory information" under the *Illinois School Student Records Act* and 23 Illinois Administrative Code Section 375.80. "Directory Information" may be released to the general public unless a parent/guardian requests that any or all the directory information not be released on his/her child. In the absence of parent/guardian request that such information not be released, the school may use such photographs, videos, or digital images in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses photographs, videos, or digital images of students taken while they are at school or a school-related activity.

Request to Exclude Child from Release of Directory Information

- I do NOT allow the school to release or publish my child's voice, image, works, photographs or audio or video recordings as directory information. I further understand that this means my child will not be featured in publicity about the achievements or activities of my child or my child's classmates or school.

Parent/Guardian Name _____

Parent/Guardian signature _____ Date _____

Pictures of Students Taken By Non-School Agencies

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student.

SR-37 Updated 1/8/19

7:340-AP1, E2

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Annual Authorization for Internet and Electronic Network Access

INTRODUCTION

The District's Electronic Network provides Internet and other electronic access in support of education and/or research. The goal in providing this access is to promote educational excellence by facilitating resource sharing, innovation, productivity, and communication. Parents (guardians) must annually grant permission for their student(s) to access these resources. Students must also agree to abide by the District's and school's electronic network rules and regulations. Violation of applicable policies, regulations or procedures may result in the loss of the privilege to use this resource, District disciplinary action, and/or referral to law enforcement.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. Each District computer with Internet access has a filtering device when on the district network that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. However, it is impossible to control all material and a user may discover inappropriate material. Ultimately, staff members and/or parent(s)/guardian(s) are responsible for setting and conveying the standards that their students, children, or wards should follow. To that end, the District supports and respects each individual's right to decide whether or not to authorize electronic network access. Parents are responsible for filtering home internet access.

Parents (guardians) and students are required to read Board Policy 6.235 and Administrative Regulation 6.235R2, and are required annually to authorize a student's use of this resource.

Annual Authorization for Internet and Electronic Network Access

STUDENT'S NAME _____ STUDENT I.D. _____

SCHOOL _____ SCHOOL YEAR: _____ GRADE LEVEL _____

Student (or Parent on Behalf of the Student) Release

I have read and will abide by Student Use of the District's Electronic Network Administrative Regulation 6.235-R2. . I understand that use of the Internet is a privilege and it may be revoked at any time. I also understand should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the Community Consolidated School District 59 and its Board of Education members, employees, and agents from any claims and damages arising from my use or inability to use the Internet.

Student's Name (Please Print)

Student's Signature (student or parent on behalf of the student)

Date

Parent/Guardian Release (Required in Addition to Student Release)

I have read this Authorization for Internet and Electronic Network Access. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless Community Consolidated School District 59, its employees, agents, or Board of Education members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet and Electronic Networks.

Parent/Guardian's Name (Please Print)

Parent/Guardian's Signature

Date



Availability of Student Disciplinary Policies and Procedures

STUDENT'S NAME _____ SCHOOL YEAR _____

SCHOOL _____

Parent/Guardian Release

I have been informed that student disciplinary policies and procedures are available online through the [District 59 Family Reference Guide](http://ccsd59.org/family-reference-guide/) at ccsd59.org/family-reference-guide/ or in hard copy per my request. I have also been informed that I can obtain a paper copy of this document at the District 59 Administrative Office or my child's school.

I understand that it is my parental responsibility to review these policies and procedures with my child. I also understand that assistance will be made available to me if I am unable to read or understand these policies and procedures by contacting the District 59 Administrative Office or my child's school.

Parent/Guardian's Name (Please Print)

Parent/Guardian's Signature

Date