

FIRST STEP (ACCOUNT REQUEST SCREEN - NEW FAMILIES ONLY)

You can use <u>this link</u> to access the first screen to request an account with Skyward Family Access.

Complete this step only if you have no students currently enrolled in CCSD59.

his form is the first step to enrolling	g your new student	online. Complete it to requ	lest an account that you	will use to log in to a s	ecure system		
omplete required fields to request an	account to enroll yo	ur students. Spanish translat	ions of the required fields a	re below.			
- omplete los campos obligatorios para	a solicitar una cuenta	a para inscribir a sus estudia	ntes. Las traducciones al es	spañol de los campos o	bligatorios se e	ncuentran a continu	uación.
Suardian Legal First Name (Nombre e Suardian Legal Last Name (Apellido e Suardian Email Address (Dirección de Re-type Guardian Email Address (Vue Suardian Primary Phone Number (Nú Address (Dirección) 40use Number (Número del hogar) 5treet Name (Nombre de la calle) 2ip Code (Código postal)	del tutor legal) del tutor legal) e correo electrónico i elva a escribir la dire imero de teléfono pri	del tutor) cción de correo electrónico d incipal del tutor)	lei tutor)				
nter the name of the legal parent/gu	uardian of the stude	ent you want to enroll					
* Guardian Legal First Name:							
* Guardian Legal Last Name:							
Guardian Legal Middle Name:							
Guardian Legal Name Prefix:	✓ Guardian	Legal Name Suffix:	•				
uardian contact information							
* Guardian Email Address:							
* Re-type Email Address:							
Guardian Primary Phone Number:							
	* House #:	* Street Name:		Apartment:			
Address:	P.O. Box:	Address 2:	City:	S	tate: 🔽 🗸	* Zip Code:	

FIRST STEP (ACCOUNT REQUEST SCREEN - NEW FAMILIES ONLY)

Type your information into all required(*) fields to request a Skyward account for your student.

Once you put in your address, a dropdown menu will appear with options to select via our system. If the address you select does not match, please go back one step and select another option with your address.

 Re-type Guardian Email Address (Vu Guardian Primary Phone Number (Nu Address (Dirección) House Number (Número del hogar) Street Name (Nombre de la calle) Zip Code (Código postal) 	elva a escribir la dirección de correo electrónico del tutor) imero de teléfono principal del tutor)
Enter the name of the legal parent/g	uardian of the student you want to enroll
* Guardian Legal First Name:	Justin
* Guardian Legal Last Name:	Sampson
Guardian Legal Middle Name:	
Guardian Legal Name Prefix:	└── Guardian Legal Name Suffix: └──
Guardian contact information	
* Guardian Email Address:	info@ccsd59.org
* Re-type Email Address:	info@ccsd59.org
* Guardian Primary Phone Number:	4195658525
Address:	* House #: 1003 * Street Name: Leicester
sterisk (*) denotes a required field Click here to submit Account Request	Leicester Rd

FIRST STEP (ACCOUNT REQUEST SCREEN - NEW FAMILIES ONLY)

After you submit your application, you will receive a pop-up message to confirm it was successfully received. After it is reviewed, you will get an automatic email letting you know if your application was approved or denied.



CONFIRMATION EMAIL

Your automatic email will provide you with a link to complete the enrollment process.

Please use the email you – provided to log in, as well as the five-digit password in this message.



FAMILIES WITH CURRENT STUDENTS

If you are a current CCSD59 family and are enrolling another child into one of our schools, you can skip the previous steps.

Instead, log into Skyward Family Access, and you will see New Student Online Enrollment as an option in the top left. This will begin the rest of the registration process, which is the same for both new and current families.

*ELC families registering for Kindergarten also use this step.



CCSD59

APPLICATION FORM

Once you log in, you will be brought to the Application Form. You will find a letter from the Superintendent and several orange buttons that allow you to save your progress, check the status of your submitted applications, print your application, or exit without saving.

Scroll down to continue.

NARD' Register a New Student

Application Form

 Save and Continue to Fill Out Application
 Save and go to Summary Page

 Print Application
 Leave WITHOUT Saving

Instructions for completing the student application

Answer the questions to progress through the application form. Click 'Save and Continue to Fill Out Application' to save your progress and stay on this screen. Click 'Save and go to Summary Page' to save your progress and return to the summary page. Click 'Leave WITHOUT Saving' to return to the summary page without saving.

Justin Sampson

Responda las preguntas para completar el formulario de solicitud. Haga clic en 'Save and Continue to Fill Out Application' para guardar su progreso y permanecer en esta pantalla. Haga clic en 'Save and go to Summary Page' para guardar su progreso y volver a la página de resumen. Haga clic en 'Leave WITHOUT Saving' para volver a la página de resumen sin guardar

Dear Parents and Guardians,

On behalf of our CCSD59 Board of Education and our entire staff, we are so pleased to welcome you and your child to Community Consolidated School District 59. We recognize that this is an exciting time, and we feel fortunate to be a part of building a solid foundation for social, emotional, physical, and academic growth for your child.

We are dedicated to our mission of providing the skills, knowledge, and experiences that will prepare our students to be successful for life. Our CCSD59 staff members are dedicated professionals who work together to meet the educational needs of all the children in our care, from those entering school for the first time to those preparing for graduation.

It is our hope that your child becomes deeply engaged in learning, develops their talents and passions, and enjoys the caring atmosphere our staff works hard to cultivate.

We look forward to partnering with you, and we invite you to contact your child's school or the district to ask questions, provide feedback, volunteer, or simply say hello.

Thank you for entrusting us with the care of your child, and please know we consider it a great privilege.

Your partner in learning,

Jerri Brennahan

Dr. Terri Bresnahan Superintendent of Schools, CCSD59

APPLICATION FORM (CONTINUED)

At the bottom of the screen, you will find five steps to complete. Click the **Edit** button to expand these step menus and type in your information.

terisk (*) denotes a required field Please Note: Only one step may be edited at a time	
Step 1: Student Information Edit View Only	
Step 2: Family/Guardian Information Edit View Only	
Step 3: Emergency Contact Information Edit View Only	
Step 4: Requested Documents Edit View Only	
Step 5: Additional District Forms Edit View Only	*All prior steps must be completed to edit or view this step.

APPLICATION FORM (STEP 1)

After Step 1 expands, begin putting in your child's information. The first day of the 2023-24 school year is listed as a guide if that is your child's expected enrollment date.

Once finished, you can click "Complete Step 1 and move to Step 2: Family/Guardian Information" to continue with the process, or click "Complete Step 1 Only" to save your work and come back later



APPLICATION FORM (STEP 2)

In Step 2, enter the information of every parent or guardian that you would like to be tied to the child's student profile in Skyward **who lives at the primary address listed**.

When you complete the first parent/guardian, click "Yes, I want to Add another Legal Guardian who lives at this address" to repeat the process, or "No other Legal Guardians live at this Address" to continue.

Informacion de la familia/h	tor	ormation						
Enter Information for the	Primary Guardi	an and the Fa	mily this St	udent lives wit	h			
Enter Information for th	e Family this St	udent lives w	th					
* Primary Phone/Telefono	847-593-4300	Shou	ld the District	eep this number o	onfidential?/Debe	el Distrito man	tener este numer	o confidencial?
principal	Print Hard Copy	Report Cards/Ir	nprimir boletas	de calificaciones	impresas	or blottito man		o connocitorar.
	House #:	1003	Street Name:	Leicester	500 V (5600/900)	SUD:	✔ #:	
Home Address/Domicilio:	P.O. Box:		Address	(City:		State:	Zip 60007
	Dwelling/Vivienda:		~					
Enter Information for th	e Primary Guard	lian of the Fa	mily this St	Ident lives with	h			
*Last Name/Apellido:		*	First Name/No	mbre:		Middle Name	e/Segundo nombr	e:
Name Suffix/Sufijo de nombre:	✓ Name Prefix/Pr	efijo de nombre:	~	0				vie -
* Relationship to Child/Relacion con el nino:	~							
* Do	es this guardian hav tuto	e custody of the tiene la custodi	child?/Este	o 🗸 🔭 Is this	guardian allowed	to pick up the s este tutor n	tudent from scho ecoger al estudia	ol?/Se le permite a nte de la escuela?:
	ould this guardian al	so be considered	an Emergeno	y Contact?/Deberi	a este tutor tambi	en ser consider	ado un contacto	de emergencia?
0.30	1	Work Phone/Tel	efono		Contact Email Ac	ddress/Direccio	info@ccsds	i9.org

CCSD59

APPLICATION FORM (STEP 2 - continued)

You should now receive a prompt to either add a legal guardian at a different address if that option applies. Otherwise, you can complete Step 2 and proceed, or complete Step 2, save your work, and return later.



APPLICATION FORM (STEP 3)

Step 3 allows you to add Emergency Contact information if you wish. If you do not need this option, simply click "No, Complete Step 3 and move to Step 4: Requested Documents" to continue or "No, Complete Step 3 only" to save your work and return later.



APPLICATION FORM (STEP 3 - continued)

If you choose to add an emergency contact, clicking that option will expand this menu, where you can put in the information for each emergency contact you desire. Once finished, you can complete Step 3 and continue, or complete Step 3, save your work, and return later.



APPLICATION FORM (STEP 4)

Step 4 is where you provide the child's birth certificate as well as your proof of residency. You can find a list of acceptable documents to prove residency here:

English | Spanish

You can upload scans, PDFs, or jpg files of these documents by using the Choose File button at the bottom of Step 4.

You may complete the registration process even if you do not have the documents, but registration for your child will not be approved before you provide these documents.



APPLICATION FORM (STEP 4 - continued)

If you are registering a Pre-K student, you will also need to provide proof of income.

The same parameters for uploading apply: you can upload scans, PDFs, or jpg files of these documents by using the Choose File button at the bottom of Step 4.

You may also complete the registration process even if you do not have these documents, but registration for your child will not be approved before you provide these documents.

	por lavor cargue los documentos requendos para cada sección.
Sección 1 – Acta d Sección 2 – Reside	e nacimiento encia
Puede completar e será aprobado ant	l proceso de inscripción incluso si no tiene los documentos en este momento, pero por favor tenga en cuenta que la inscripción de su hijo no es de que se proporcione esta documentación.
Por favor haga clic nglés / español	aquí para ver una lista de los documentos aceptados por el distrito para comprobar la residencia.
OR EARLY LEAP Provide any optic	RNING CENTER STUDENTS ONLY / SOLO PARA ESTUDIANTES DEL EARLY LEARNING CENTER Ins below that apply to you / Proporcione cualquier opción de los siguientes que se apliquen a usted
Public Benefits / B	eneficios núblicos:
WIC / Programa pa	ara mujeres, bebés y niños
SNAP /Cupones p	iguro medico estatai para personas de bajos ingresos ara alimentos
TANF / Asistencia	emporal para familias necesitadas
CCAP / Asistencia	para el culdado infantil Programa
Proof of Income / C	Comprobante de ingresos:
Paystubs (most red SSI	ant) / laiones de pago (dos mas recientes, consecutivos)
Tax Return / Decla	ración de impuestos
W-2 (most recent / Verification/letter fr	mas reciente) om employer / Verificación / Carta del empleador
Use EC Breef of I	name 1.4 balau ta provide the required decuments / Use EC Breaf of Income 1.4 a continuación para preparaioner los decumentos
requeridos	scome 1-4 below to provide the required documents / Use EC Proof of income 1-4 a continuación para proporcionar los documentos
*Also complete E	C.10 Broof of Income Form / También complete FC-10 Broof of Income Form (See Step 5)
Also complete L	
1 Proof of Residency:	Choose File No file chosen
1 Proof of Residency: 2 Proof of Residency:	Choose File No file chosen Choose File No file chosen
1 Proof of Residency. 2 Proof of Residency: 3 Proof of Residency:	Choose File No file chosen Choose File No file chosen Choose File No file chosen No file chosen
1 Proof of Residency 2 Proof of Residency: 3 Proof of Residency: Birth Certificate:	Choose File No file chosen No file chosen
1 Proof of Residency 2 Proof of Residency 3 Proof of Residency: Birth Certificate: EC Proof of Income 1:	Choose File No file chosen No file chosen No file chosen
1 Proof of Residency 2 Proof of Residency 3 Proof of Residency Birth Certificate: EC Proof of Income 1: EC Proof of Income 2:	Choose File No file chosen No file chosen No file chosen
1 Proof of Residency 2 Proof of Residency 3 Proof of Residency Birth Certificate: EC Proof of Income 1: EC Proof of Income 2: EC Proof of Income 3:	Choose File No file chosen No file chosen No file chosen No file chosen

APPLICATION FORM (STEP 5)

Step 5 features consent forms that you are required to read and sign for your child. You can click on each orange button to bring up that form to read and sign.

If you are registering a Pre-K student, EC-10 Form will also appear in this section for you to complete.

The buttons below each link to an additional form that must be completed to be able to submit the student application.	
 Los botones debaio de cada enlace a un formulario adicional que debe completarse para poder enviar la solicitud de estudiante.	
	2
Asterisk (*) denotes a required form	
If your child has attended any school prior to this school year, please complete this form so that CCSD59 can receive the applicable records from the student's former educational institution. Si su hilo ha asistido a alguna	
escuela antes de este ano escolar, complete este formulario para que CCSD59 pueda recibir los registros	
Optional Form: NSOE SR-9 Auth for Release/Exchange of Info 23 This form has not been completed	
* Required Form NSOF H-103 Health Form 23	
This form has not been completed	
*Required Form: NSOE Parent Consent 23 This form has not been completed	
* Required Form: NSOE SR-12 Home Language Survey 23 This form has not been completed	

APPLICATION FORM (STEP 5 - continued)

These forms cover:

- Authorization for Release/Exchange of Information
- Student Health Form
- Parent Consent Forms
- Some of these will require a "Yes" or "No" from a dropdown box
- Home Language Survey
- Other Information Forms

Once you have checked or filled out each appropriate box, click "Save" at the top right of the screen to continue. Do this for all five forms.

*Note: In the NSOE Info Form, health, dental, and vision forms are available to print, complete, and return to your child's school at a later date



P: (847) 593-4359

P: (847) 593-4378

P: (847) 593-4385

P: (847) 593-4383

P: (847) 593-4070

: (847) 593-4360

: (847) 593-4365

: (847) 593-8656

: (847) 593-7291

: (847) 593-4075

Forest View, 1901 Estates Dr, Mount Prospect, IL 60056

John Jay, 1835 Pheasant Trl, Mount Prospect, IL 60056

Robert Frost, 1308 S Cypress Dr, Mount Prospect, IL 60056

Juliette Low, 1530 Highland Ave, Arlington Heights, IL 60005

Ridge Family Center for Learning, 650 Ridge Ave, Elk Grove Village, IL 60007

CCSD59

APPLICATION FORM (CONTINUED)

Once you complete Step 5, click "Submit Application to District". If you are sure you are finished with your application, click "Submit Application" from the pop-up window to finish.

	Confirm 🛛	Date Completed: 02/02/202
	Submitting will allow Community Consolidated School District 59 to review and process this application. After submitting you will only be able to view this application and will <u>not</u> be able to make any further changes. Are you sure you want to submit this application to Community Consolidated School District 59?	
Save and Continue to Fill Out Applica Leave WITHOUT Saving	Submit Application Cancel and Keep Screen Open	P

ADDITIONAL RESOURCES

CCSD59 Registration Page