

REGISTRATION PROCESS FOR THE 2023-2024 SCHOOL YEAR

There will be two phases to the registration process for the 2023-2024 school year:

Pre-Registration:

The online registration process will be available via Skyward Family Access on the following dates:

2:00PM on July 19, 2023 through 11:59 PM on July 31, 2023

All existing families should complete this step **prior to the on-site registration.**

Parents and/or guardians will need to use their Skyward Family Access account to complete the online pre-registration process. If you do not remember your Skyward Family Access **login information**, click on the “Forgot your Login/Password?” link or contact Chris Springer at 630-468-8158 for assistance.

Detailed instructions for completing the required forms will be posted on the registration page which can be accessed from the District website homepage.

Registration:

The on-site verification of residency will be held at **Westmont High School** on the following date:

July 24, 2023 2:00PM – 7:00PM

All families must attend the on-site registration date. **Existing families should complete the online pre-registration in Skyward prior to coming to registration.** You will need to bring the appropriate documents for residency verification along with the print out of your completed online registration screen.

REQUIRED PROOF OF RESIDENCY

As part of Community Unit School District 201’s registration process, **all** students are required to provide **two (2) of the documents detailed below in order to prove residency within the school district boundaries**. This requirement applies even if you have provided proof of residency for the previous school year.

Documents required to prove residency are:

- (1) Current Utility Bill*

AND

- (2) Homeowner: Original title **or** sales contract **or** closing statement **or** 2022 tax bill (payable in 2023)
Renter: Original lease agreement **or** current rent receipt (June or July 2023)

*Acceptable utility bills include: Electric, gas, or water for the months of June or July 2023 only. The following will **not** be accepted as proof of residency: driver’s license, phone bills, paycheck stubs, or personal checks.

If your child lives with someone other than his or her custodial parents, **or** if the custodial parents are not the homeowners or lessees, please contact the District Office (630-468-8000) to obtain the required residency form for completion.

Your child cannot be registered in CUSD 201 without the required proof of residency. If you have any questions regarding the registration process, please call your child’s school office.

It is highly recommended that you PAY ONLINE BY CREDIT OR DEBIT CARD PRIOR TO THE ON-SITE REGISTRATION DATES. Online payment will be available **beginning July 19, 2023** by accessing your Skyward Family Access account. If you choose to pay by credit/debit card at registration, there will be computers set up for you to pay online. Payment plans are available for families. Please communicate with the Business Office at 630-468-8007, if you have any questions regarding payment plans.