

New Student Registration Informational Sheet for Kindergarten through 8th grade

- ✓ Verify your residence is in CCSD 146 with the district office.
- ✓ Verify the school the student will be attending in CCSD 146 with the district office.
- ✓ Complete the new student registration online at www.district146.org/registration; **18-19 New Student Registration**

Bring the following documents to the district office:

- 1) Original birth certificate
- 2) Required physicals for students entering K, 2 and 6th grade.
- 3) Proof of most recent physical for all other grades
 - *All students transferring into District 146 must have a complete physical with up-to-date immunizations on file in the health office. Kindergarten and 6th grade physicals must be new and dated 2018. Grades 1-5 may submit a photocopy of the student's kindergarten physical. Grades 7 and 8 may submit a copy of the student's 6th grade physical. You can typically obtain a copy from your pediatrician's office or the school from which your child has transferred. Requested documents not received by the first day of school will result in the child being excluded from school until they are submitted.*
- 4) Establish residency with CCSD 146 by providing the following documents:
 - Lease, mortgage statement or real estate tax bill in the name of parent/guardian (Category 1)

AND

- 3 additional documents with parent/guardian name and current address (the information must match the proof of residency from Category 1)
 - Suggestions: Driver's License, current utility bills, insurance documents, bank statement, paycheck stub, etc.
- 5) Recent report card or progress report (Not required)
 - 6) Custody paperwork (if applicable)
 - 7) Guardianship paperwork (if applicable)

If the parent/guardian is not the district resident and the family is residing with someone else within the district, the following documents are required:

- An affidavit certified by a Notary Public.
- Current lease, mortgage or tax statement in the name of the district resident.
- Current photo identification of parent/guardian.
- Current photo identification of district resident.
- Three (3) recent documents with your address in the name of the district resident.
- Three (3) recent documents with your address in the name of the parent/guardian

All of the documents must be brought to Karen Jemilo at the CCSD 146 Administration Center, 6611 W. 171st Tinley Park, IL 60477, Monday through Thursday between the hours of 8:00 am to 3:00 pm.

If you have any questions, please contact Karen Jemilo at (708) 614-4500 ext. 3104 or email to kjemilo@district146.org.