



**Central Registration**  
1008 Douglas Road  
Oswego, IL 60543

**Phone:**  
630.608.5090  
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630.608.5093

## **New Student Registration Checklist**

The following items are required for registration in SD308:

- 1. **An enrollment appointment with Central Registration – See above contact information**
- 2. Completed enrollment form
- 3. **3 current** proofs of residency – One (1) original from Category A and two (2) originals from Category B
  - **Category A (one from this category)** – Closing papers (within last 3 months), mortgage statement, tax bill, lease (current and signed by all parties and including landlord information)
  - **Category B (two from this category)** – Online statements accepted – phone bill, internet bill, cable TV bill, utilities (service address must match the billing address) gas, water, electric
  - Items that are not acceptable proofs of residency include: driver’s license/state ID, checkbooks, rent receipts, insurance papers, credit card statements
- 4. Photo identification of person enrolling the student
- 5. Any existing legal custody, divorce decree, or guardianship documents
  - If there are any legal documents pertaining to the custody of the student, you must provide a copy
- 6. Certified birth certificate
  - Only official certified birth certificates with raised seal issued by the county/country in which the student was born will be accepted. We do not accept any decorative hospital issued certificates. Copies of the original will be made.
- 7. Illinois State Board of Education Transfer Form (ISBE 33-78)
  - Students coming from a public school in the state of Illinois will provide the Illinois Student Transfer Form (ISBE).
- 8. Current health requirements – All forms must be signed by an Illinois physician
  - All students entering K, 6<sup>th</sup>, and 9<sup>th</sup> grades are required to have an updated Illinois physical
  - All students entering from an out-of-state school will have 30 days to submit an Illinois physical
  - Dental examinations are required for all students entering K, 2<sup>nd</sup>, and 6<sup>th</sup> grades
  - Vision examinations are required for all students entering an Illinois school for the first time, including Kindergarten
- 9. Unofficial transcripts, withdrawal grades, and schedule obtained from previous high school
  - For high school 9<sup>th</sup> graders entering mid-year and all 10<sup>th</sup> through 12<sup>th</sup> graders.
  - These additional documents are needed in order to set an appropriate class schedule and ensure proper credit
- 10. Current IEP, any additional Special Education records, or 504 paperwork, if applicable.
- 11. Payment of fees
  - Either payment in full at time of registration or an agreed upon payment plan.

## **Guardianship and/or Residency Affidavit**

The following documentation is required for all students who do NOT live with their parents/guardians OR when an entire family lives with someone residing in the School District #308 boundaries.

Please return the following documents based on necessary requirements:

### **For cases where the parent/legal guardian does not own or rent the home in which they reside**

- 1. All New Student Paperwork identified on previous page
- 2. Affidavit of Residency
  - Completed at the time of registration
  - Both parties (resident and parent) must be present
  - Signed by both parties and witnessed by district representative
- 3. Proofs of Residency
  - Owner/Lessee of the property – Three (3) proofs of residency required
    - Mortgage/Tax bill or lease PLUS two utilities
  - Parent/Guardian – Three (3) proofs of residency required
    - New applications may have 30 days to provide these documents

### **For cases where the child is residing with a guardian who is not the parent/legal guardian**

- 1. All New Student Paperwork identified on previous page
- 2. Proofs of Residency
  - Owner/Lessee of the property – Three (3) proofs of residency required
    - Mortgage/Tax bill or lease PLUS two utilities
- 3. Proof of Custody\*

***\*Per IHSA rules, if the student competes in athletics, legal court ordered transfer of custody must be approved prior to enrollment***

- Accepted proofs:
  - Legal Custody
  - Power of Attorney or any other court documentation
  - Short Term or Temporary Guardianship documentation
  - Tax return form claiming student
  - Health insurance form claiming student
  - Public aid card





# STUDENT ENROLLMENT FORM

### OFFICE USE ONLY

ID # \_\_\_\_\_ SCHOOL \_\_\_\_\_  
 COUNSELOR \_\_\_\_\_ GRADE \_\_\_\_\_  
 ENTRY DATE \_\_\_\_\_ YOG \_\_\_\_\_

STUDENT RESIDES WITH:  BOTH PARENTS  MOTHER ONLY  MOTHER/STEPFATHER  LEGAL GUARDIAN  
 FATHER ONLY  FATHER/STEPMOTHER  FOSTER PARENT

HAS STUDENT BEEN ENROLLED IN DISTRICT 308 BEFORE?  YES  NO

SCHOOL LAST ATTENDED: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_

### CHILDREN OF US MILITARY PERSONNEL

**PART A: IS EITHER PARENT/GUARDIAN IN THE ARMED FORCES? If no, skip Part B.**  YES  NO

**PART B: IS EITHER PARENT/GUARDIAN CURRENTLY DEPLOYED TO ACTIVE DUTY?**  YES  NO

### BIRTH VERIFICATION

CITY OF BIRTH: \_\_\_\_\_ STATE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

IS THIS YOUR STUDENT'S FIRST YEAR IN A UNITED STATES SCHOOL?  YES  NO

IN WHAT GRADE DID YOUR CHILD FIRST ENTER SCHOOL IN THE UNITED STATES? \_\_\_\_\_

DATE OF UNITED STATES ENROLLMENT: \_\_\_\_\_ MOTHER'S MAIDEN NAME: \_\_\_\_\_

### SPECIAL SERVICES RECEIVED

IS YOUR CHILD RECEIVING SPECIAL EDUCATION SERVICES?  YES  NO

DOES YOUR CHILD HAVE A CURRENT IEP?  YES  NO

DOES YOUR CHILD HAVE A CURRENT 504 PLAN?  YES  NO

### *Request for Textbook/Equipment Loan*

I hereby request the loan of secular textbooks in accordance with Section 18-17 of the Illinois School Code.

I hereby request the loan of secular mathematics/science equipment and 3.54 instructional materials in accordance with Section 2-3.54 of the Illinois School Code.

I understand that this request will remain valid as long as my child is enrolled in the Oswego CUSD 308, and that I may at any time withdraw this request.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## What to consider when filling out the Home Language Survey

“If we were to visit your home today, would we hear another language?”

Please understand that:

Answering YES to question #1 and/or #2 means that there is another language besides English that is typically spoken in the home. Not that the student or someone learned another language in school, or not that someone who visits the family uses another language, but that the language is consistently used in the home setting by parents and/or students.

Answering YES to question #1 and/or #2 means that we must assess your student’s English proficiency to see if they qualify for English Learner Services.

If the student qualifies for English Learner services, by law we must test the student each year to see if they continue to qualify for English Learner services-*EVEN STUDENTS WHO REFUSE TO ACCEPT ENGLISH LEARNER SERVICES.*