

CHSD 218 Registration Information

REQUIRED REGISTRATION STEPS	DATES
<p>Step 1: Residency Verification:</p> <ul style="list-style-type: none"> All Families are REQUIRED to provide Proof of Residency EVERY year by providing the following documents: <ul style="list-style-type: none"> <input type="checkbox"/> current driver's license/state id <input type="checkbox"/> current mortgage/lease/property tax bill <input type="checkbox"/> 2 current bills (utility/vehicle registration) <input type="checkbox"/> Birth Certificate (Freshmen & Transfer Students) Residency Documents can be sent via email, regular mail or in person Families residing with a host family must prove residency during the traditional registration dates in August or call the school office to schedule an appointment for an earlier date <p><i>Email: Shepard.Residency@chsd218.org</i> <i>Mailing Address: RESIDENCY, Alan B. Shepard High School, 13049 S. Ridgeland Ave., Palos Heights, IL 60463</i></p>	<p>April 4, 2018 – July 26, 2018</p>
<p>Step 2: Health Records:</p> <ul style="list-style-type: none"> State of Illinois REQUIRED: All Freshmen MUST provide a current physical/immunization record. All Seniors must provide proof of the MCV4 (Meningococcal Conjugate) vaccine. Health records must be approved by the school nurse Health records can be sent via email, regular mail or in person Health forms can be found here: Health Forms 	<p>April 4, 2018 – July 26, 2018</p>
<p>Step 3: Skyward Online Data Verification:</p> <ul style="list-style-type: none"> All Families are required to complete data verification through Skyward Family Access 	<p>April 4, 2018 – July 26, 2018</p>
<p>Step 4: Fee Payment:</p> <ul style="list-style-type: none"> Payments of 2018-19 school fees, iPad Protection plan, & other fees Fees can be paid through Skyward Family Access, regular mail, or in person Families requesting a fee waiver must attend the traditional registration dates in August or contact the school office to schedule a possible earlier date All outstanding fees must be paid in order to register 	<p>June 25, 2018 – July 26, 2018</p>

STUDENT SCHEDULES will be available through Skyward Family & Student Access beginning JULY 6, 2018 for families that complete REQUIRED REGISTRATION STEPS 1-4 listed above.

All REQUIRED REGISTRATION STEPS can be completed electronically. In addition, walk-in dates are available:

<p>Summer Office Hours:</p>	<p>June 4, 2018 – July 26, 2018 (Monday-Thursday) 8:00 a.m. – 11:00 a.m. 1:00 p.m. – 4:00 p.m.</p>
<p>Traditional Walk-In:</p> <ul style="list-style-type: none"> Families who have completed ALL REQUIRED REGISTRATION STEPS listed above – DO NOT NEED TO ATTEND WALK-IN REGISTRATION 	<p>August 6 & 7, 2018 1:00 p.m. – 6:00 p.m.</p>