

# H.L. Richards High School



**Multiple dates/options to register for 2019-2020 School Year:**

## **May 1 - July 26: On-line**

- ◆ Registration Steps 1 & 2: Email, fax, or drop off documents
- ◆ Registration Step 3: Skyward portal opens May 1
- ◆ **Registration Step 4: Fee Payment - Skyward portal opens June 24**

## **June 24 - July 25: Monday-Thursday Office Walk-ins**

- ◆ 9:00am-12:00pm & 1:00pm-3:00pm
- ◆ Registration Steps 1-4 available

## **Steps for Registration:**

### **Step 1: Residency Verification/Documentation**

Must provide the following documents:

- Current Driver's License/photo ID
- Current mortgage/lease/property tax bill
- 2 Current bills (utility/vehicle registration)
- Birth Certificate
- 8th Grade Diploma

### **Step 2: Health Record**

Must provide current physical/immunization record and a current dental exam as required by State of Illinois

### **Step 3: Online Data Verification**

Skyward 2019-2020 Enrollment Data Verification

### **Step 4: Fee Payments**

**\*\*Skyward fee portal opens June 24, 2019\*\***

Student's schedules will be released **July 8, 2019** on Skyward if all of the above steps are complete.  
Visit website for current information: <https://richards.chsd218.org/>

If you have any questions, please call Heather Bergman @ 708-499-2550, x5520 or email: [Heather.bergman@chsd218.org](mailto:Heather.bergman@chsd218.org)