

**Coal City Community Unit School District #1**  
**Instructions for Online Registration for the 2019-2020 School Year**

Dear parent/guardian,

Coal City Community Unit School District #1 will be utilizing the online registration system for the 2019-2020 school year. As a parent of a returning student, you will only have to update the current information that we have on file for your child.

**On-line registration for returning students is now available and must be completed by Wednesday, June 5, 2019.**

**To complete On-line registration:**

1. Go to our website at: [www.coalcityschools.org](http://www.coalcityschools.org), and Under the Parent Tab at the top, select Registration Information - then Returning Student Registration. Most tablets and cell phones do not work well with the on-line school form software, so parents should use a computer with a full browser to complete the process.
2. Sign in to PowerSchool with your user ID and password that you set up and used for 2018-2019 registration and to access the PowerSchool parent portal throughout the school year. If you forgot your username or password, select "Forgot Username or Password?" and enter the information requested to gain access to your account. A temporary user name or password will be sent to the email that was originally used to establish your PowerSchool account.
3. After signing in to the **Parent Portal**, click on the On-line Registration icon on the left to enter into schoolforms.
4. After you have logged in, carefully review the demographic, emergency contact, and yearly registration information. Make changes and add information where necessary, paying close attention to each field. Please note that the student name **MUST** be entered exactly as it appears on the birth certificate. Fields marked with red stars are required.
5. When your registration is complete, type in your name and check the box to confirm that the form is complete. Click on Save Form at the bottom of the screen. This process must be completed for each student. Once you complete your forms, they will not be available to access. If you have changes to make after you complete online registration, please contact your school building office.
6. Review important registration information on the district website [www.coalcityschools.org](http://www.coalcityschools.org) by selecting Registration Information under the parent tab.
7. Fees can be paid on EZSchool Pay, during walk-in registration or at the district office. **Deadline** for fee payment is **Tuesday, September 3, 2019**. Free/reduced lunch applications for 2019-2020 will be available on July 18, 2019. If you think you qualify for free/reduced lunches, please do not pay registration fees, as you will be eligible for a registration fee waiver. Fee information is available on the home page of the website under Parents – then Registration Information.

You may access On-line registration from home, but if you do not have Internet access, you can use a computer at any of our walk-in registrations.

Tuesday, May 21, 2019 – **Completed On-line at High School** from 3:30 - 5:30 p.m.

**Physical/Dental/Eye Exam Information**

**The deadline for physical and immunization forms is Tuesday, September 3, 2019.** Grades **Kindergarten, Sixth, Ninth** and all **out of state transfer students** require a **physical and immunizations** by the State of Illinois. Grades **Kindergarten, Two, Six and NINE (New for 2019-2020)** require a **dental exam** by the State of Illinois. Be sure to make appointments with your doctor early for the required physical, immunization and dental exams. Forms are available on the district website: [www.coalcityschools.org](http://www.coalcityschools.org) Drop off boxes will be located at each district building for delivery of completed physical, dental, and eye exam forms. Forms should be placed in the drop-off boxes in a sealed envelope with student's name and grade level on the outside. If forms are mailed to the school, please mark attention: nurse along with student's name.

**A state law effective Jan 1, 2008, requires an eye examination for children upon first entry into Illinois schools.** This law affects students entering into Kindergarten, some First grade students and all out of state transfer students. The exam will need to be completed and appropriate forms submitted to the school nurse.

If you have a problem or questions, please contact support at [PowerSchoolsupport@coalcityschools.org](mailto:PowerSchoolsupport@coalcityschools.org) or call the school office at 815-634-5927.