



## **Registration for 2019-2020 School Year**

Enclosed is your registration packet. To complete your student's registration and ensure proper student placement, all required forms and fees must be returned to the schools' offices or to the drop boxes at either school by **May 1, 2019**. Please use the checklist below to help in completing the forms to be returned.

### **The following forms must be returned to complete the registration process:**

- Demographic Sheet. Please check information listed, make any changes and return **signed**. If you do not have any changes, please also sign and return.
- Signed Program Participation and Release Form
- Three-Part Fee Form (**return the top 2 copies; KEEP BOTTOM PINK COPY**).
- Payment: Cash (exact change only), Check (payable to Benjamin District 25), Debit or Credit Cards online. Fee waivers will be processed after the start of the school year. An Application For Fee Waiver form is found on our website: [www.bendist25.org](http://www.bendist25.org) under REGISTRATION or pick one up in the schools' offices. Free Milk/Meal and Reduced-Price Meals applications will be available at the start of the new school year.
- Health Record Questionnaire

**School Medication Authorization Form** (if needed), can be found on our website: [www.bendist25.org](http://www.bendist25.org) under REGISTRATION/FORMS or pick one up in the schools' offices. This form needs to be **updated annually**. Please have a new form filled out and sent back by the first day of school. If your child is currently receiving medication, a form is included in your packet.

**New Families in District 25** must register at one of the school offices or the Administration Service Center. Proof of residency must be presented (see Proof of Residency Form for documents required as evidence of residency). Also, a Certified Birth Certificate (not a hospital certificate) must be shown. In addition, the following forms must be completed for each student: Student Enrollment Form; Request for Transfer of Student Records; Permission For Internet Access; Ethnicity/Race; Home Language Survey; Authorization for Electronic Network Access and Technology Usage Charge; and, Transportation Request. All new students must have evidence of a current Illinois physical examination on file.

**Change of Address:** Notification and a new Proof of Residency form are required for families that have moved within District 25. Please notify the Evergreen Elementary School or Benjamin Middle School office personnel of any changes in residency.

**Updating Email Addresses:** When updating the Demographic Sheet, please update your email address. Parent email addresses are used for mass email notifications regarding school events.

**Military Families:** All parents/guardians must identify if they are members of the armed forces of the United States, including National Guard and Reserve. Appropriate areas on both the Enrollment Form and the Student Demographic Update form have been established for this purpose. The information collected will help our school district in acquiring United States Department of Defense assistance for these students.

**Homeless Children:** Homeless pupils include, but are not limited to, children or youth sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (commonly referred to as being "doubled up") and pupils who are otherwise not residing in a fixed, regular and adequate nighttime residence. A homeless pupil must be immediately enrolled in any of the following: (a) the school in which he or she was enrolled when permanently housed ("school of origin"); or (b) the school in which he or she was last enrolled ("school of origin"); or (c) any public school that non-homeless students who live in the attendance area in which the homeless pupil is living are eligible to attend.

**Bus Routes:** Bus routes are determined by the bus company over the summer and will be posted on our website.

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## Required Health Records by Grade Level

All completed forms need to be returned to the school’s office, Administration Service Center or drop box located outside schools’ offices no later than August 1, 2019.

Requirements by Grade	Pre-K	K	1	2	3	4	5	6	7	8
Child Health Examination	X	X						X		
Dental Examination		X		X				X		
Eye Examination		X								
Immunization Requirements	X*	X*						X*	X*	X*
Sports Physical							X**	X**	X**	X**

**Immunization Requirements:** See Student Handbook for school exclusion rules as indicated by Illinois State Law.

**\*Pre-Kindergarten:** Hib (follow ACIP schedule); four (4) DTP or DTaP (Diphtheria, Pertussis, Tetanus); three (3) Polio (OPV or IPV); one (1) MMR; three (3) Hepatitis B; one (1) Varicella; PCV (Follow the ACIP schedule).

**\*Kindergarten:** Four (4) DTP or DTaP; four (4) Polio of the same type of vaccine; two (2) Measles; two (2) Mumps; two (2) Rubella; and, two (2) Varicella. Last DTP and last polio must be given after four years of age; Developmental/Social/Emotional/Screen.

**\*Sixth Grade:** Three (3) Hepatitis B, two (2) Varicella, one (1) dose of Tdap, and one (1) Meningococcal on or after the 11<sup>th</sup> birthday. If your child would turn 11 after October 15 then you must have the doctor write a note stating your child will receive menactra or menveo during the school year they turn 11.

**\*Sixth – Eighth Grades:** All students entering, advancing, or transferring into 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades will be required to show proof of receipt of one (1) dose of Tdap vaccine (combined tetanus, diphtheria, acellular pertussis) regardless of the interval since the last DTaP, DT or Td dose, and one (1) meningococcal (MCV4) on or after the 11<sup>th</sup> birthday.

**\*\*Sports Physical:** Required before trying out for interscholastic sports. **If you are trying out for soccer or volleyball in August,** you must have your physical, signed by a physician, on file. Sports physicals are valid for 395 days. A great time to get your physical is in the summer so that it will be valid all school year for any sport. The 6<sup>th</sup> grade physical can count for the sports physical as long as it was completed within 395 days of activity.

**Health, dental, eye, immunization, and sports physical forms are available in the schools’ offices, the Administration Service Center, or on our Website, [www.bendist25.org](http://www.bendist25.org).**

Also enclosed you will find:

- School Supply Lists
- District School Year Calendar

Thank you for your cooperation. We look forward to a successful beginning to the new school year!

### SCHOOL OFFICE INFORMATION

The schools’ offices will be open until June 14, 2019. If you have any questions after that date, please call the Administration Service Center at 630-876-7800. The schools’ offices will re-open on August 12, 2019.