

WARREN TOWNSHIP HIGH SCHOOL
O'PLAINE CAMPUS - 500 N. O'PLAINE ROAD, GURNEE, IL 60031
ALMOND CAMPUS - 34090 ALMOND ROAD GURNEE, IL 60031

******2020-2021 REGISTRATION INFORMATION******

www.d121.org/registration

July 16, 2020

Dear Student and Parents/Guardians:

To limit the amount of people in the building prior to the start of the school year, we have cancelled walk-in registration. The following are the steps you need to take to complete registration for the 2020-21 school year. All parents/guardians must provide proof of residency online. Students are not allowed to attend school until proof of residency has been approved.

We will have staff available by phone or email to assist with online registration or to answer questions during the hours previously scheduled for walk-in registration on July 29, 30, August 3, and 4 from 2:00-6:00 p.m.

Required for all families:

An email was sent on June 1 with instructions on how to complete the online registration process for your student(s). Follow the link to view the letter in [English](#) or [Spanish](#).

• **Update Student Information:**

- Log in to your PowerSchool parent account using your parent username and password. [Click here](#) to log into your PowerSchool parent account.
 - If you cannot remember your PowerSchool parent username or password, click on “Having trouble signing in?” on the PowerSchool login screen and follow the instructions.
- Select "forms" on the left hand side of the screen.
- Select the "enrollment" tab.
- Complete all the forms listed, beginning with Form A: Student Demographics.

• **Complete Proof of Residency Online:**

- Upload proof of residency within the online registration forms, specifically Form B: Student Address/Proof of Residency. [Proof of Residency Information](#)
- If you are not able to upload all proof of residency documents when completing Form B the first time, please click the “save for later” button on the bottom left hand side of the form. You are able to return to Form B later to complete your upload of residency documents. Only choose the “submit” button if you have uploaded all your documents.
- Uploaded residency forms are subject to school approval. If there are any issues with your proof of residency, you will be contacted by a school employee.

If you do not complete the online registration process by August 4, you will need to register by appointment with the school registrar. *Students not registered or without a scheduled appointment by Friday, August 14, 2020, will be removed from our attendance rosters.*

Problems completing the online process:

- Problems accessing PowerSchool parent account:
 - Please call our main number, 847-662-1400, and one of our staff members will assist you.
- Problems uploading residency documents:

- Email the registrar at your child's school of attendance:
 - Almond Campus/Bridges/OOH students grades 11 and 12: cflowers@wths.net
 - O'Plaine Campus/Transition/OOH students grades 9 and 10: cthedorf@wths.net

Your Registration for the 2020-21 school year is complete when:

- All forms have been completed and submitted.
- You have received a confirmation email from school personnel approving the forms.

Student Schedules and other Important Information:

If you have completed all registration steps and have been approved, you will receive your student's schedule, network information, and bus route information via email the first week of August.

If your student will not be attending Warren, please contact one of our registrars.

O'Plaine Registrar—847-599-4761/Almond Registrar-847-548-6740.

A los Padres que necesitan información, en Español, por favor llame a la Sra. Priscilla Vazquez al 847-599-4768, secretaria bilingüe en el campus de O'Plaine.

Thank you.

**WARREN TOWNSHIP HIGH SCHOOL
2020-2021 REGISTRATION INFORMATION**

FEE INFORMATION

The registration fee for the 2020-21 school year is \$495 per student. You do not have to pay the fees in order to complete the online registration process. For your information, below is a list of optional fees.

Additional Fees (if applicable)	Description	Price
Athletic Fee/Speech Team	Payment for participation on an athletic team and/or Speech Team	\$240 per team \$720 family cap \$480 individual participant cap
Chromebook Protection Plan (Optional)	Optional Chromebook Insurance for the 2020-21 school year.	\$25 7/15-9/7 \$40 9/8-5/21
Drama Productions – Cast member	Payment for participation as a cast member in a drama production	\$50/each performance
Driver’s Education Fee	If you have been accepted into the Driver’s Education Course	\$250
P.E. Uniform	Payment for P.E. Shirt and/or Shorts	Gym Shirt - \$10 Gym (Dri-Fit) Shirt - \$15 Gym Shorts - \$10
Scholastic Bowl/Math Team/Winter Guard	Payment for participation in an academic team and/or math team and/or winter guard	\$50/each
Student Parking Permit	If you have been notified that you are approved for a parking permit	TBD based on return to school plan
Yearbook/Creations Combo (payable to Herff Jones) www.yearbookordercenter.com	Payment for the Yearbook/Creations combo (this year Creations will be joining the contents of the Yearbook.) The spring sport supplement is also included.	\$45 = 7/15-10/1 \$55 = 10/2-1/1 \$65 = 1/2-4/1 \$75 = 4/2 and beyond (only if there are still unsold yearbooks)

FREE/REDUCED LUNCH AND FEE WAIVERS

Students who receive SNAP/TANF benefits will automatically be qualified for free lunch and the fee waiver and will be notified by July 23, 2020. If your student receives SNAP/TANF benefits and you receive a notification, it will not be necessary for you to notify the school or submit applications. For those not receiving SNAP/TANF benefits, applications and pertinent information are available at www.d121.org/fees. Applications can also be picked up at the Almond Campus Monday-Thursday from 7:00 a.m.-3:30 p.m. If you are not receiving SNAP/TANF benefits, applications need to be submitted as soon as possible, **even if your student was approved for benefits last school year**. If you have any questions, please contact the bookkeeper at 847-599-4821.

PROOF OF RESIDENCY REQUIREMENTS

Warren Township High School reserves the right to investigate and verify all residency issues at any time. We will actively enforce the state law associated with fraudulent registration to include payment of tuition. Registration of a student who is not a legal resident is a fraudulent act (Class C misdemeanor). Any student found to have been fraudulently registered will be dropped from Warren Township High School. Anyone making a fraudulent registration will be subject to the payment of retroactive tuition charged for non-resident students in accordance with the regulations of the Illinois School Code, not to exceed 110% of the per capita cost and referral to local authorities. In completing the registration process, you are acknowledging your understanding of the residency requirements and the penalty for fraudulent registration.

ALL STUDENTS WILL BE REQUIRED TO SHOW VALID PROOF OF RESIDENCY AT THE TIME OF REGISTRATION. If you fail to provide a valid proof of residency, you will not be allowed to continue the registration process. Upon registration, should you move out of the district prior to the first day of student attendance, you will be considered a non-resident and your registration will be revoked. Please read the information below so you know what to provide the district to meet the residency requirements:

Actor	Requirements and Actions that Must Be Completed
Anyone Seeking to Enroll a Student	<p>Must present a certified or registered birth certificate for the student.</p> <p>Must present proof of residency within the District by providing the required number of documents from each of the following categories:</p> <p><u>Category I</u> (One document required)</p> <ul style="list-style-type: none"> ● Most recent property tax bill ● Mortgage papers (homeowners) or monthly statement ● Signed and dated lease (renters) ● Signed and dated lease or proof of ownership of mobile home (Landlord Affidavit) ● Letter of residence from landlord in lieu of lease (7:60-AP2, E1) (Landlord Affidavit) ● Letter of residence to be used when the person seeking to enroll a student is living with a District resident (7:60-AP2, E2) (Residency Affidavit) <p><u>Category II</u> (Two documents showing proper address are required)</p> <ul style="list-style-type: none"> ● Driver's license or State issued identification card ● Vehicle registration ● Voter registration ● Current public aid card ● Current homeowners/renters insurance policy and premium payment receipt ● Most recent gas, electric, water bill, garbage bill, and/or cable bill (from June or July) <p><u>Military Personnel Enrolling a Student for the First Time in the District.</u></p> <p>Must provide one of the following within 60 days after the date of student's initial enrollment)</p> <ul style="list-style-type: none"> Postmarked mail addressed to military personnel Lease agreement for occupancy Proof of ownership of residence <p><u>Military Personnel Wanting to Keep Child/Ward Enrolled in the District Despite Having Changed Residence Due to a Military Service Obligation.</u></p> <p>Upon submitting a written request, the student's residence will be deemed to be unchanged for the duration of the custodian's military service obligation. The District, however, is not responsible for the student's transportation to or from school.</p> <p><u>Military Personnel Placing Nonresident Child/Ward with <i>Non-Custodial Parent</i> While on Active Military Duty.</u></p> <p>A student will not be charged tuition while he or she is placed with a <i>non-custodial parent</i> (a person who has temporary custody of a child of active duty military personnel and who is responsible for making decisions for the child). The non-custodial parent or the student's parent/guardian must provide any "special power of attorney" created by the student's parent/guardian for the District to follow. A special power of attorney authorizes: (1) the student to enroll in a district of the non-custodial parent, and (2) the non-custodial parent to make decisions for the student. Any special power of attorney will be filed in the student's temporary record.</p>
Anyone with a Custody Order Seeking to Enroll a Student	<p>Presents court order, agreement, judgment, or decree that awards or gives custody of the student to any person (including divorce decrees awarding custody to one or both parents).</p>
Non-Parent Seeking to Enroll a Student	<p>Must complete and sign <i>Evidence of Non-Parent's Custody, Control, and Responsibility of a Student</i> form, School Board exhibit 7:60-AP2, E3. (Custody Affidavit)</p>

****REGISTRATION OF STUDENTS BASED ON A RESIDENCY AFFIDAVIT****

If you are a student requiring the completion of a Student Residency Affidavit due to an unusual living arrangement or family situation, please be aware of the following procedures (this includes students currently approved under these circumstances):

- For current students, the affidavit must be picked up at either campus and submitted in a fully complete manner no later than July 13, 2020. You can return the forms to either campus.
- Once the affidavit is submitted, you will be notified within five (5) business days regarding the status of your affidavit.
- If necessary, all parties named on the affidavit must be in attendance at a requested hearing.
- Students registering with an affidavit who have not been approved may not register.
- Students registering with an affidavit who have been approved after the registration dates will register by appointment through the school registrar.
- Homeowner must provide three items from the list above as identified in Category I and II. Parent/guardian must also provide two additional items in their name for the address.

GENERAL INFORMATION

STUDENT HANDBOOKS

You will not receive a hard copy of the Student/Parent Handbook; you are able to access it from our website by following this link: [WTHS Student/Parent Handbook](#). A limited quantity of student planners will be available for purchase through the school store.

POWERSCHOOL INFORMATION

Warren Township High School has an online student information system that students and parents can access to view grades, attendance and course information.

YEARBOOKS/CREATIONS MAGAZINE: ORDERING, SENIOR ADS AND PHOTOS

The 2020-21 Warren Yearbooks and Creations combination can be purchased online directly from Herff-Jones for the reduced rate of \$45. The spring sports supplement for the yearbook is included in the \$45 purchase price. Prices will increase throughout the school year. Senior ads can also be purchased from this same site. Prices vary depending on the size of the ad.

Visit www.d121.org/fees and click on the Yearbook order center button and you will be directed to the Herff-Jones website, where you can search by school name.

YEARBOOK AND STUDENT ID PHOTOS

This year, Yearbook photos will be taken at the start of the school year. Freshmen and sophomore school photographs have been tentatively scheduled for the week of September 1. Junior and senior photographs have been tentatively scheduled for the week of September 8. You do not have to purchase a photo package to have your picture in the Yearbook. The final picture make-up date has been tentatively scheduled for October 14.

Seniors can also schedule a portrait sitting with VIP Photography at the Wheeling studio during the summer and early fall to get the full studio experience. Please call 1-847-499-9300 to schedule an appointment and inquire about pricing

HEALTH/MEDICAL INFORMATION

- Ninth grade students, transfer students, or first time registrants to the district shall present proof of having undergone a health examination by a physician licensed to practice medicine in all of its branches, advanced practice nurse (APN), or physician's assistant (PA) within one year before entering ninth grade. Findings of a physical shall be recorded on the standard form prescribed for statewide use. In addition to the physical examination, the student must meet and provide documentation of the following immunizations: Diphtheria, **Pertussis** (whooping cough), Tetanus (DPT, TD, & Tdap), polio, rubella (3-day German measles), rubella (red hard measles), mumps, Hepatitis B, Varicella, and 9th & 10th graders must have the first dose of MCV4 (Meningitis) on or after their 11th birthday. The medical history section of the form shall be **COMPLETED AND SIGNED** by the parent or legal guardian of the student.
- All students entering 12th grade will be required to show proof of recent meningococcal conjugate vaccination (MCV). All 12th graders who received their first dose prior to their 16th birthday must have a second dose on or after their 16th birthday. If receiving first dose on or after their 16th birthday, only one dose is required.
- If a student does not comply with these requirements by the first day of school, such student shall be excluded from school until proof of having received the required health examination and immunizations is presented to the District.
- A student transferring into the district is given 30 days to provide a complete physical that has been done within one year of entering ninth grade and an immunization record with all required immunizations. Transferring students are students new to the district and not entering from one of our feeder schools.
- Dental exams are required for high school. Examination forms, to be filled out by a licensed dentist, are provided by the school and available on the school website. [Click here](#) to access the form. These examinations are at the parents/guardians expense.
- Incoming freshmen and transfer student parents are encouraged to turn in their student's physical early. The completed physical must be uploaded within the Health Information Form during the online registration process, mailed, emailed (onurse@wth.net), faxed (847-599-4679) or returned to Warren Township High School before August 4. Our nurses will review your student's physical and notify you of any problems

Only medications that are determined to be essential for the child to remain in school will be administered through the nurse's office. **A medication form signed by the doctor and parent/guardian must be on file to administer medication at school. The medication must also come in a prescription bottle with proper identification. Over the counter medications (i.e. Advil, Tylenol, etc.) will also require a medication form to be completed. All over the counter medications need to be brought to the nurse's office in an unopened bottle. Students with asthma, allergies, diabetes & seizures MUST have a management plan on file in the nurse's office.**

[Click here](#) to access all medical forms.