

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

******2022-2023 REGISTRATION INFORMATION******

May 17, 2022

Dear Student and Parents/Guardians:

Online registration is now open for the 2022-2023 school year. Included in this correspondence is important information about the registration process, medical form requirements, and an update for providing proof of residency. All registration steps must be completed online through our PowerSchool student information system. The due date to complete registration is July 29, 2022, however, we ask that you complete this process as soon as possible.

You do not have to pay the fees in order to complete the online registration process. The fee payment site for the 2022-2023 school year should be updated and available for payments in July. When the fee payment site is available, a notification email will be sent to our families. Fees should be paid, or a payment plan approved, by **August 15, 2022**.

We have staff available by phone or email to assist with online registration or to answer questions. Our main number is 847-662-1400. Our registrars can be reached by email at aregistrar@wths.net for the Almond Campus and oregistrar@wths.net for the O'Plaine Campus.

Required for all families:

Please carefully review the information provided below. Included are instructions on how to access our registration forms, updates to our proof of residency requirements, and information regarding required medical documentation. Each of these items must be completed in order for your student to be registered and attend classes at Warren Township High School for the 2022-2023 school year.

• **How to access the Registration Forms:**

- o Log in to your PowerSchool parent account using your parent username and password. You may use a computer or your mobile app. [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.
- o Select "forms" on the left hand side of the screen.
- o Select the "enrollment" tab.
- o Complete all of the forms listed, beginning with Form A: Student Demographics.
- o Follow the link to view these steps in [English](#) or [Spanish](#).

- **Complete Proof of Residency Online:**

- As part of the online registration forms, Form G: Proof of Residency, must be completed for all students.
- The following students must provide, to the district, proof of residency documents either within the online registration forms, by emailing our registrar, or by dropping the documentation off at the student's respective campus of attendance.
 - All incoming freshmen students (including freshmen who have older siblings in the district).
 - Students new to the district.
 - Students who have had a change of address since the beginning of the 2021-22 school year or will have a change of address prior to the start of the 2022-2023 school year
 - Students registering with an affidavit, or who had registered with an affidavit for the 2021-2022 school year.
 - Students who may be randomly selected by the district. Communication will be sent directly to those parents/guardians.
- Returning students (with the exception of returning students registering with an affidavit) will not be required to submit proof of residency documents at this time, but **must still complete** Form G: Proof of Residency. However, the School District reserves the right to evaluate residency status and/or residency evidence presented at any time.
- ALL Students ***establishing residency using a residency affidavit must submit an updated affidavit each school year, and all proof of residency documents required therein, each school year, or provide updated proof of residency.***
 - Students **registering with an affidavit**
 - Please [click here](#) to access the necessary forms
 - Page 1: Needs to be completed by parent/guardian.
 - Parent/guardian must provide two items that prove the parent/guardian resides at the address on the affidavit.
 - Page 2: Needs to be completed by the homeowner.
 - Homeowner must provide three proof of residency documents as shown below.
- District 121 may request proof of residency at any time for, including but not limited to, the following reasons:
 - Residency clarification needed based upon
 - Returned mail
 - Report generated from district contracted residency databases
 - Random selection of students
 - Information regarding residency obtained by the district

- **Provide required medical forms:**

Incoming freshmen, students new to the district, and students who will be Grade 12 in 2022-2023 are required to turn in required medical forms. For incoming freshmen, any 9th grade physical (not a sports physical) within one year prior to our first day of school on August 16, 2022 will be sufficient. ***Please see the HEALTH/MEDICAL INFORMATION section at the end of this document for more detailed information.***

- Parents are encouraged to turn in their student's physical early.
- Physicals and immunization records should be submitted before Thursday, July 28, 2022.
- Physicals and immunization records can be submitted using one of the following methods:
 - Uploading documents within the online registration forms
 - Emailing the nurse - Almond: anurse@wths.net O'Plaine: onurse@wths.net
 - Faxing the documents to 847-599-4679.

- Returning the documents to Warren Township High School at each student's respective campus of attendance.

Students will not be allowed to begin classes until the school nurse has verified that the physical and immunization requirements have been met. Physicals and immunization records submitted after the due date may delay the student's start date.

Schedules, network information, and busing information will be emailed to parents who have completed the online registration process on Monday, August 8, 2022. If you do not complete the online registration process by Friday, July 30, you will need to register by appointment with the school registrar. ***Students not registered or without a scheduled appointment by Friday, August 12, 2022, will be removed from our attendance rosters and the student's schedule will be deleted.***

The registration section of our website, www.d121.org, is an additional source for information. The registration webpage can be found by selecting the Campus Info tab and clicking on Registration and Student Records in the drop down menu, or [click here](#).

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: aregistrar@wths.net
 - O'Plaine Campus/Transition/OOH students grades 9 and 10: oregistrar@wths.net

Your registration for the 2022-23 school year is complete when:

- All forms in PowerSchool have been completed and submitted.
- Proof of residency, for applicable students, has been approved.
- You have received a confirmation email from school personnel approving the forms.

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 2022-2023 REGISTRATION INFORMATION

FEE INFORMATION

You do not have to pay the fees in order to complete the online registration process. The fee payment site for the 2022-2023 school year should be updated and available for payments in July. When the fee payment site is available, a notification email will be sent to our families. Fees should be paid, or a payment plan approved, by **August 15, 2022.**

FREE/REDUCED LUNCH AND FEE WAIVERS

Applications for free/reduced lunch and fee waivers need to be completed each year, even if your student was approved for benefits last year. **Students who receive SNAP/TANF benefits/Medicaid/CHIP will be required to provide their eligibility of SNAP/TANF benefits/Medicaid/CHIP.** You can email your proof of eligibility to llemus@wths.net or mail the proof to 500 N. O'Plaine Rd., Gurnee, IL 60031 attn: Bookkeeper. Applications and pertinent information are available at www.d121.org/fees. Applications can also be picked up at the Almond Campus or O'Plaine Campus, Monday-Thursday from 7:00 a.m.-3:30 p.m. 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 UPON INITIAL ENROLLMENT WITH THE DISTRICT. 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.

ALL DISTRICT FAMILIES MAY BE ASKED TO PROVIDE PROOF OF RESIDENCY AT ANY TIME WHILE ENROLLED IN DISTRICT 121.

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 upon initial registration with the district.</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

	<ul style="list-style-type: none"> ● Most recent gas, electric, water, garbage, and/or cable bill ● Current homeowners/renters insurance policy and premium payment receipt ● Vehicle registration ● Voter registration ● Current public aid card or current letter from DHS, SNAP, TNAF, or Medicaid confirming benefits <p><u>Military Personnel Enrolling a Student for the First Time in the District.</u> Must provide one of the following within 60 days after the date of student’s initial enrollment) Postmarked mail addressed to military personnel Lease agreement for occupancy Proof of ownership of residence</p> <p><u>Military Personnel Wanting to Keep Child/Ward Enrolled in the District Despite Having Changed Residence Due to a Military Service Obligation.</u> 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> 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	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).
Non-Parent Seeking to Enroll a Student	Must complete and sign a <i>Evidence of Non-Parent’s Custody, Control and Responsibility of a Student</i> form, School Board exhibit 7:60-AP2, E3. (Custody Affidavit). Custody affidavits are temporary documents allowing guardianship, and are only valid for one school year. Guardianship after that first year must be documented through the courts in order to continue enrollment at Warren Township High School.

****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 can be found on the Warren website and must be submitted in a fully complete manner no later than July 15 of each school year. You can return the forms to either campus.
- Families must provide affidavit documentation each year they are registering with an affidavit
- 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 1 and 2. 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.

YEARBOOKS/CREATIONS MAGAZINE: ORDERING, SENIOR ADS AND PHOTOS

The 2022-23 Warren Yearbooks and Creations combination can be purchased online directly from Herff-Jones for a reduced rate (through October 1). The spring sports supplement for the yearbook is included in the 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. Yearbook sales will be available in early July, 2021.

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 August 18 and 19. Junior and senior photographs have been tentatively scheduled for August 25 and 26. 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 September 29.

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 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 the first dose on or after their 16th birthday, only one dose is required. Proof of immunization must be uploaded within the Health Information Form during the online registration process, mailed, emailed (anurse@wths.net), faxed (847-548-7171) or returned to Warren Township High School before August 5. Our nurses will review your student's immunization record and notify you of any problems

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 students entering 9th grade. 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@wths.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

WTHS has been approved to conduct Covid-19 rapid tests. The tests will be conducted for any staff member or student that reports or displays Covid-19 symptoms while on site, assuming we have consent from the parent/guardian. Please [click here](#) for instructions on how to give the district your consent for the school nurse to test your student if they report or display Covid-19 symptoms while on site.

Only medications that are determined to be essential for the child to remain in school will be administered through the nurse's office. **An updated 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.

ATHLETIC INFORMATION

The 2021-2022 athletic year will begin prior to the start of school. For details regarding tryouts, please visit the athletic department page by going to <https://warrentownshiphs.rschoorteams.com/>.

All athletes are required to have a current physical exam on file with the school nurse prior to trying out for any sport. A new physical must be submitted every year. All athletes and parents/guardians of athletes must also complete the online athletic registration for each sport that they are interested in, prior to participation in any practice or tryout. The online registration is available at <https://warrentownship-ar.schooltoday.com/home>.

Warren Township High School has implemented a Concussion Management Protocol for student athletes that sustain a concussion. A concussion is a type of traumatic brain injury that may temporarily affect brain functioning. Any athlete that suffers from a head injury that is believed to have resulted in a concussion will be required to be evaluated by a physician. Information regarding the Concussion Management Protocol can be found by visiting the website www.d121.org/athletics.

The parent's/guardian's medical insurance policy is the primary insurance coverage for accidents occurring during school-supervised, school-sponsored events. The District also maintains student accident insurance, which may cover some of the costs of care for an accident during an athletic event sponsored and supervised by the school. This policy is secondary to the family's medical insurance. The District also has, available for purchase, additional accidental insurance, which pays some or all of the cost of care for an accident 24 hours a day. This covers an accident whether or not it occurs at a school-sponsored, school-supervised event. More detailed information can be found at www.k12specialmarkets.com.