



Rockridge C.U.S.D. #300

Marcus Bush, Superintendent
14110 – 134th Avenue West
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Phone: (309) 793-8001

Sara Baker, High School Principal
Brittany Corlett, Junior High Principal
Taylor Saey, Andalusia Elementary Principal
Tyler Goben, Taylor Ridge Elementary Principal
Jay Bizarri, Illinois City Elementary Principal

April 13, 2026

Dear Parents/Guardians:

Rockridge CUSD #300 is using the online registration process again this year. Parents need to follow the directions below to access the Lumen Parent Portal to complete the online registration process to register returning students for the 2026-27 school year. Your student will be considered enrolled for the 2026-27 school year as long as you verify/update the following information through the parent portal: demographic information, field trip authorization, student pictures/work publication permission, acknowledgement that you have read/will read the student handbook and district internet policies (both available on the district website), and other important registration information. **If your child will NOT be returning to Rockridge CUSD #300 schools in the fall, please notify us.**

New Student Registration Day is scheduled for Wednesday, July 29th and will be held at Rockridge High School for all grades. Hours will be from 12:00 pm to 6:00 pm on July 29th to accommodate new families who are registering in the district.

Please use the portal notification letter sent to your email earlier today to access your student's Lumen Parent Portal account. Lumen requires the Safari or Chrome browser on a desktop/laptop computer to operate properly. It also works on most mobile/tablet platforms. Internet Explorer, however, is NOT supported.

1. Go to the District Web Site (www.rr300.org). Scroll below the photos and click the [Lumen button](#).
2. Enter the login information from the Lumen Parent Portal notification letter sent to your email address on the sign-in page. If you don't remember your password, just click the "Can't Log In" link at the bottom of the Lumen Log-In Page, call the RHS Office (309-793-8020) or District Office (309-793-8001), or use the Parent Portal Login Request Form [linked here](#) and located under the Registration tab on our web site.
3. Once logged in to Lumen, click on "View Student Summary" next to your student's name, then your student's summary screen will appear on the next screen.
4. Your student's summary screen will appear with a list of menus down the left side of the screen. Look for the heading "Online Registration Forms 2026-2027" and click the arrow pointing to the right. This will expand that menu into detailed information in the large panel.
5. A list of forms to be completed will populate the right side of the screen. Click on each form title to open/view the document.
6. Scroll through the document and update the fields as shown. All PINK fields are required information. Other fields are optional for parents to complete. Information for your student that already exists in the Lumen system will pre-populate in the various fields. ***Please update/correct existing information and add information to any empty fields. If you have moved and need to update your address, you will also click on the form labeled ONLY COMPLETE IF A CHANGE HAS OCCURRED.***
7. When you reach the bottom of a form, click the "Save" button at the bottom of the screen, then select the next form on the list and repeat the process.
8. After all forms have been completed, click the check box to the right of each form and click the "Submit" button. Again, you will only have to fill out the last form if a change has occurred.
9. Click the RED box with the arrow button at the left of the screen then log out of the Lumen Parent Portal.
10. Go to the Rockridge CUSD #300 Registration Page, located at www.rr300.org/page/registration. Review the optional forms and documents in this list, such as yearbook order forms, physical forms, medication forms etc. Please download/print and complete any applicable forms for your student and return the hard copies to the school office.



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We WILL have online fee payment again this year. Instructions for online fee payment will be coming in early July. The district WILL NOT have a specific Fee Day this year, but will accept walk-in payment of school fees beginning August 5th in each of the school offices.

Physical & Immunization forms for Kindergarten, 6th, & 9th grade students will need to be turned in before the first day of school. Also, all 12th graders need to have documented proof of the Meningococcal vaccine by the first day of school. Junior High & High School athletes must have a valid sports physical on file by the first day of practices.

Additional Back-To-School Information, including Orientation & Backpack Night Dates, will be announced this summer. The first day of student attendance is Friday, August 14, 2026. Updated information will be shared via the following methods:

- Emails from the District Communication System
- Notifications from the Rockridge App
- Posts on the Rockridge District Web Site (www.rr300.org)
- Posts on the Rockridge CUSD #300 Facebook Page
- Posts on the Rockridge Twitter Feeds (@rockridgesports and @rockridge 300)

If you have any questions, please call the Rockridge CUSD #300 District Office at 309-793-8001.

Sincerely,
Marcus Bush
Superintendent of Schools