Registration FAQs

Snapcodes:

Q: How do I receive a Snapcode link for 24-25 registration?

A: All snapcodes for returning students have now been sent out to the email we have on file for Parent/Guardian 1. Please search your inbox, trash, junk, and spam folders for an email from InfoSnap@is.op97.org.
> **Returning Students**: Only students who are currently enrolled in D97 are considered returning and automatically have a snapcode emailed to them.
> **New Students**: All other students and all students enrolling into kindergarten are considered New and should follow the New Student Registration or Kindergarten Student process.

Snapcode emails are resent daily to the email address on file for parent/guardian

Q: Can I register if my lease expires before August 31st, 2024?

A: Yes. Please complete registration using your current lease so that we know your student intends to return for the 2024-2025 school year. Once you receive your new lease which covers August 31st, 2024, go back into your student's registration and upload your new lease. Your student's registration will stay in pending approval until we receive the new lease.

Q: Do I need to complete a separate registration for each child?

A: Yes. The online registration system shares some of the information between siblings so that you do not have to retype everything.

Q: Why did I only get a snapcode for one child and not the other?

A: There are a few reasons this may happen:
1. Your child is a new or kindergarten student, you will need to **create** an account in InfoSnap. A link will be available starting May 2.
2. Your student has been marked as "not returning" for the upcoming school year
3. Snapcodes were sent to the email address on file for parent/guardian 1 and will be re-sent daily. Check your spam and junk folders for an email from InfoSnap@is.op97.org.

Parent/Guardian Info:

Q: Can I put a step-parent in the parent/guardian field?

A: The two parent-guardian fields are reserved for adults who have legal guardianship and custody of the student. You can add a step-parent who does not have legal guardianship or custody as an emergency contact.

Q: Do I have to put the second parent/guardian in?

A: If the other parent/guardian has custodial or educational rights regarding the student, you will need to enter their name and contact information as Parent/Guardian 2.

Logins:

Q: My login doesn't work for InfoSnap

A: Your username is your email address. If you have changed your email address, you will still need to use the old email address as your username in order to log in. Be aware that if you forget your password, the temporary password will be sent to the email address you used when you first created your account. You can always create a new registration/InfoSnap account using your current email address.
If you need additional help with your login, please contact PowerSchool Enrollment at 1-866-752-6850 - use option 1.

Documents:

Q: How do I upload documents?

A: There are three ways to do this:
  1. You can **save** a document electronically as a PDF and then upload it
     a. This is a good method if you handle your bills online.
     b. Do NOT use an app. Instead log into your account via the company's website and find your "monthly statement" or "monthly bill". Click the download button and save the file to your device. You can then upload it to the registration system.
  2. You can **scan** a printed document as a PDF and then upload it

      a. Places like Office Max will scan your documents if needed and email them to you. You can then save the file to your device and upload it to the registration system.

      b. There are also some apps for smartphones and tablets that will scan a printed document using your phone or tablet's camera.

3. You can use your smartphone or tablet to take a clear **picture** of the <u>entire</u> document page and then upload it

There are [step-by-step directions](#) in the snapcode email as well.

Q: **I recently moved to Oak Park and don't yet have any utility or other bills at my new address. What should I do?**

A: Since you are registering for the upcoming school year, you will need to wait to register until you have the proof of residency for your new home. If the school year is already underway or will begin in less than 30 days, please contact the district registrar at d97registrar@op97.org.

Q: I just moved, what steps do I need to follow?

A: We ask that parents/guardians inform us right away and provide the [required proof of residency documents](#) for the district registration department to verify their residency. Your documents will be reviewed and you will be contacted if additional information is needed.

      If you move **prior to registration**, please upload your new residency documents directly into the online registration system.

      If you move **after you submitted registration or during the school year,** please email all required documents <u>in a single email</u> to d97registrar@op97.org. Please use the subject "Moved".

Be sure to check whether your new address also means your student is in a [new school attendance area](#).   If so, your student will be moved to the new school. If you prefer to request a permissive transfer, please find this topic below.

Q: What if I don't have all of my documents yet?

A: You will not be able to submit your online registration until you have completed all fields and uploaded all required documents. (Note: Health forms are due to the

school nurse before the first day of school and are not required to submit registration.)
If you are missing any other required documents, you will not be able to register until you can upload them into the online system.

Q: I plan to move to Oak Park, can I register my student now?

A: You must already reside in Oak Park in order to register your child.

Q: My residency type is wrong in the online registration system, how do I correct it?

A: Check the box to indicate that you have a new address. Enter your current address and mark your current residency type.

Kindergarten/First Grade:

Q: Is there an age limit for enrolling into kindergarten or first grade for the 2024-25 school year which begins August 2024?

A: Students must be 5-yrs-old <u>on or before</u> September 1, 2024 to enroll in kindergarten. And, students must be 6-yrs-old on or before September 1 to enroll in first grade.

 It is important to note that in accordance with [Board Policy 7:50](#) beginning with the 2024-2025 school year that starts August 2024, students who are 5-yrs-old by September 1, 2024 will be enrolled into kindergarten and students who are 6-yrs-old by September 1, 2024 will be enrolled into first grade.

Q: Is kindergarten full day or half day?

A: Kindergarten classes are full day.

Q: What about early entrance to kindergarten or early entrance to first grade for younger students?

A: Information about [early entrance to kindergarten or first grade](#) can be found on our website. We suggest that you complete registration for the student based on their age, and then if they are approved for early entrance, we will update their grade in our systems.

Please note that providing your residency documents for the early entrance evaluation does not constitute registration or enrollment. You will need to follow the [new student process](#) to register for school.

Preschool:

Q: Does every school in D97 offer preschool?

A: No, Preschool for All half-day classes are offered at Longfellow. These classes are reserved for at-risk preschool students living in Oak Park.
Early Childhood and Blended half-day classes are offered at Whittier. These students must be evaluated and found eligible by the special education department.
If you think your child may qualify for one of these classes, please go to our [website](#) to learn more.

Q: How old does my child need to be for preschool?

A: Children can start preschool classes on their third birthday. Preschool for All classes cannot accept students who are age-eligible for kindergarten. Early Childhood classes are offered to qualifying students beginning on their third birthday.

Q: I'm already enrolled in early childhood, speech, and/or prekindergarten partnership (PKP), do I still need to register for kindergarten?

A: Yes. Kindergarten is treated as a new enrollment.

Permissive Transfer:

Q: How do I apply for a "Permissive Transfer?"

A: A permissive transfer allows the student to remain at their prior D97 school after moving to a new residence, still in Oak Park but served by a different D97 school.
It is granted only under specific circumstances which are detailed on the form.
Please note that if your family moves within Oak Park during the school year, your student will automatically be allowed to finish that school year at their existing school. However, you would need a permissive transfer to remain at the school the following year.
Please click [HERE](#) for more information on a "Permissive Transfer."

Please click HERE for the "Permissive Transfer" form.

Email the completed and signed form to d97registrar@op97.org with the subject "Permissive Transfer Request". Your request will be reviewed and a decision will be reached in August once enrollment and staffing numbers are known at each school. The registrar will notify you of the decision before the start of school.

Records Request:

Q: How do I request a copy of my student records?

A: Please click HERE for the "Consent To Release" form.

You will need to complete this form, sign it, and either drop it off at 260 Madison St or email it to d97registrar@op97.org with the subject "Records Request" as soon as possible. Once I have your records ready at the district office I will contact and schedule a pick up from the district office. The district office is open from 8:00 am to 4:30 pm Monday through Friday. You will need to bring your unexpired government-issued ID to the scheduled appointment.

Leaving the District:

Q: I am enrolling my child elsewhere next year, what do I need to do?

A: In order to comply with Illinois requirements, we must know the general reason you are leaving the district (moving, private school enrollment, etc) as well as your child's last day of attendance in Oak Park D97. To make it easier for you, we have created a Google form that is quick to complete and also provides you with information about records requests, device returns, etc. You can find more information on our website.

Tuition

Q: Can I pay a tuition fee to allow my children to attend Oak Park Schools even though we do not currently live in Oak Park?

A: No

Middle School Assignments

Q: How do I know which middle school my elementary child will eventually attend?

A: Hatch, Holmes, Lincoln, & Whittier students attend Brooks Middle School
Beye, Irving, Longfellow, & Mann students attend Julian Middle School

What if:

Q: I work in Oak Park and it would be more convenient for me to enroll my child in the Oak Park school district. Can I do that?

A: No, you must be a full-time resident of Oak Park for your child(ren) to attend Oak Park public schools.

Q: My babysitter lives in Oak Park; can she register my child for school in Oak Park?

A: No, only the custodial parent/guardian can register the child(ren) for school using the custodial parent/guardian's residency information.

Things to know

Q: What are some important calendar dates I need to know?

A: Please check with our online calendar to get updates to events, meetings and any other school-related dates.
 [View All Calendars Here](#)

Q: When do I need to turn in my child's physical?

A: New physicals are required for Early Childhood, kindergarten and sixth grade, and must be provided before a child enters school. Physicals are valid if completed within one year of the first day of school. New physicals are also required for students coming from out of state or from out of the country.

Q: What are the district office hours?

A: During the regular school year:
Monday - Friday: 8 a.m. - 4:30 p.m.
During the summer months:

Monday - Thursday: 8 a.m. - 4:30 p.m.
Friday: 8 a.m. - 12:00 p.m.

Q: Who should I contact for general questions?

A: If you have general questions, please email d97registrar@op97.org.
   Or you can contact the registrar at 708-524-3012.