

# DISTRICT 117 STUDENT REGISTRATION GUIDELINES

## Online Registration is open May 1 - May 22, 2023

If your student is new to the district, please contact the Registrar to initiate the enrollment process.

If you have an Infinite Campus username/password, please complete the online registration following the steps below. Otherwise, please contact the main office.

**STEP 1:** Go to the [INFINITE CAMPUS PARENT PORTAL](#) & log into your account. Only the parent/guardians listed in the PRIMARY HOUSEHOLD will be able to complete the registration.

Infinite Campus simple || powerful

Campus Parent

COMMUNITY DISTRICT

Parent Username

Password

Log In

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

[Log in to Campus Student](#)

or

[New User?](#)

Announcements

Tuesday 05/21/2019

**Welcome to the District 117, District 33 and District 36 Campus Portal!**

We have teamed up to bring you a streamlined K-12 online portal for your child(ren)'s school attendance, grades, class assignments and more. Here you will find instant access to accurate, current and confidential information.

Monday 12/19/2022

Need to make a payment or put money on a lunch account? D117 uses the RevTrak Web Store to manage school and lunch payments. [To create an account and/or pay your fees visit: CHSD117.RevTrak.net](#)

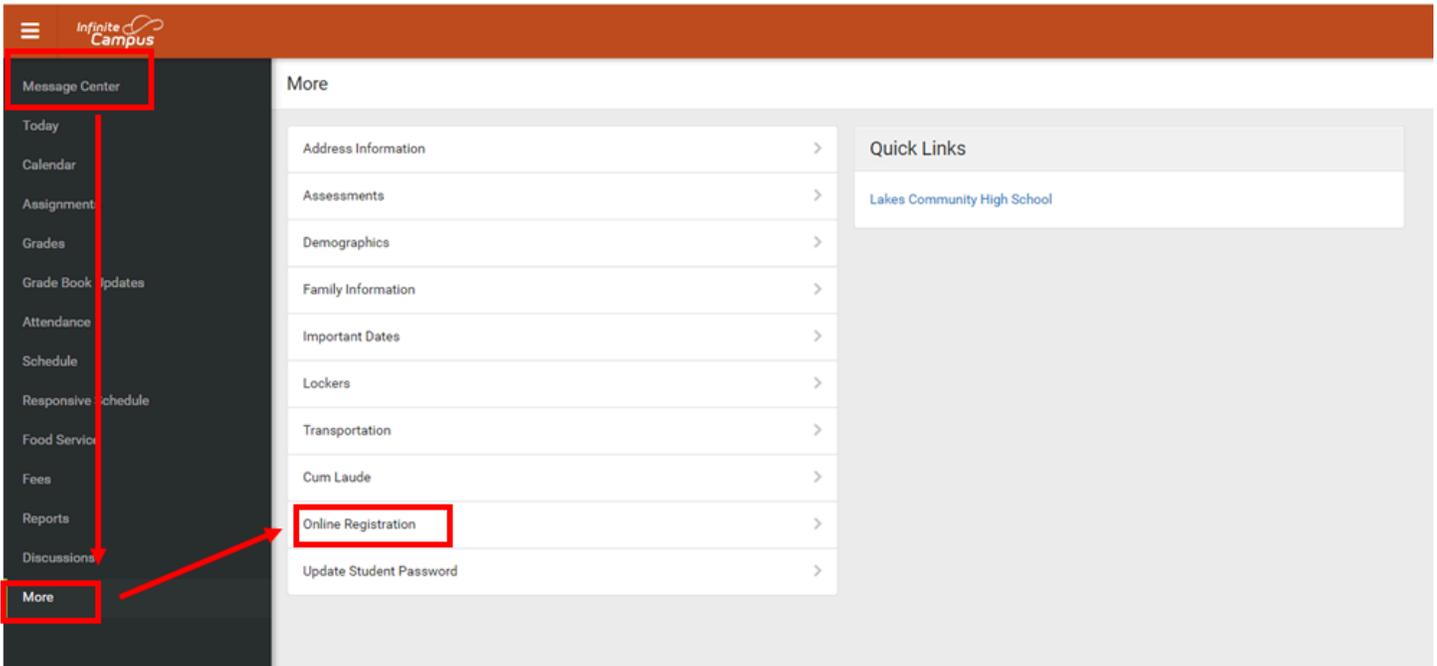
© 2003-2023 Infinite Campus, Inc. | Version: Campus.2311.2

Language: English

- **Forgot UserID or Password?**

All D117 parents/guardians have an IC Parent Portal account. Parents use the same account from year to year. New parents/guardians to D117 received an email to activate their IC Parent Portal account in April. If you don't remember your UserID or password, select the "Forgot your UserID" or "Forgot your Password" feature found on the portal login screen. For questions, or to request an IC Parent Portal account, contact the school office and a staff member will assist you.

**STEP 2:** Once logged into the Infinite Campus Parent Portal, from the Message Center select **MORE** and **ONLINE REGISTRATION** located on the lower left-hand side of the menu.



**STEP 3:** Click the **START** button for the 23-24 Existing Student Registration

< [More](#) | Online Registration

| NAME                                | STATUS      | ACTION                 |
|-------------------------------------|-------------|------------------------|
| 22-23 Existing Student Registration | COMPLETE    | <a href="#">Review</a> |
| 23-24 Existing Student Registration | NOT STARTED | <a href="#">Start</a>  |

**STEP 4:** Click the **Begin Online Registration** button

- **What if I have more than one student in D117?**  
A parent/guardian will be able to register **ALL** of their students at the same time through the Online Registration(OLR) link located in the Infinite Campus Parent Portal. If you have students attending Emmons, Grass Lake and/or D117, you can register the students at the same time through our online registration. If your student is missing from the Existing Student Registration list, please contact your school's Registrar **BEFORE** clicking the **Begin Online Registration** button.

← [Online Registration](#) | Existing Student Registration

This editor is to update and/or verify data currently on file for student(s) enrolled and register them into the 23-24 school year. You will see the household, parent/guardian and emergency contact information, and will be able to change it if necessary. Click on the Begin Registration button to continue.

If you only want to register new students for the select year at this year, please use the link below to go to the New Student Registration form.

| STUDENT NAME   | GRADE | INCLUDED IN NEW APP? | REASON IF NOT INCLUDED | ONLINE REGISTRATION SUBMITTED? |
|----------------|-------|----------------------|------------------------|--------------------------------|
| Test A Student | 09    | yes                  | Included               | no                             |
| Test B Student | 12    | yes                  | Included               | no                             |

[Begin Online Registration](#)

**STEP 5:** Enter your electronic signature & click the **Submit** button.



Welcome Jane ! Please type in your first and last name in the box below.

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

[Submit](#)

**STEP 6:** Click the **BEGIN** button



Application Number

Welcome to ONLINE REGISTRATION. The following information is required to complete REGISTRATION:

- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses
- Student information -- demographic and health/medication information
- Emergency Contact - addresses and phone numbers

Note:

Fields marked with a red asterisk are required. The system uploads data EXACTLY as entered and is Case Sensitive. Enter dates as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.

If you need assistance, please call the the school during business hours or leave a message and a representative will return your call within the next business day. .

[Begin](#)

**STEP 7:** Complete the Student(s) Primary Household Information.

- Click [Save/Continue](#) to move to STEP 8.

\* Indicates a required field

▼ Student(s) Primary Household
⊗ Parent/Guardian
⊗ Emergency Contact
⊗ Student
⊗ Completed

▶ Home phone  
 ▶ Proof of Residency  
 ▶ Home Address

▼ Mailing Address

If your household has a separate mailing address, uncheck the box below. Enter the information in the fields provided. (\* indicates REQUIRED FIELDS) When completed, click "Save/Continue".

The household has no separate Mailing Address

**STEP 8:** Complete the Parent/Guardian Information for ALL parent/guardians.

- When a name is highlighted **yellow**, you need to click the **Edit/Review** button.
- If necessary, you can add a parent/guardian by clicking on the blue button - **Add New Parent/Guardian**.

\* Indicates a required field

✓ Student(s) Primary Household
▼ Parent/Guardian
⊗ Emergency Contact
⊗ Student
⊗ Completed

Parent/Guardian

| First Name | Last Name | Gender | Completed | Record Type |  |
|------------|-----------|--------|-----------|-------------|--|
| Jane       |           | F      |           | Existing    | <input type="button" value="Edit/Review"/> |
| Sean       |           | M      |           | Existing    | <input type="button" value="Edit/Review"/> |

Please add ALL Parents/Guardians in this area. Include yourself as well as any other Parent/Guardian, even if they do not live in the same household.

**Yellow** - Indicates that this person's required information needs to be reviewed. Select the highlighted row to continue.

- Indicates that person is completed.

- Click **Save/Continue** after each parent

\* Indicates a required field

Parent/Guardian Name: Sean Parent

Demographics

Contact Information

Parent Education

Military Connection

Public Act 97-505 requires every school to help identify military families. Your participation will help schools get U.S. Department of Defense assistance for children struggling with their parent's or guardian's military deployment. This information will be reported in aggregate form to the Illinois State Board of Education.

YES

NO

Previous

Cancel Save/Continue

- When the Completed box has green checkmarks, click **Save/Continue** again to move to STEP 9.

\* Indicates a required field

Parent/Guardian

| First Name | Last Name | Gender | Completed | Record Type |             |
|------------|-----------|--------|-----------|-------------|-------------|
| Jane       |           | F      | ✓         | Existing    | Edit/Review |
| Sean       |           | M      | ✓         | Existing    | Edit/Review |

Please add ALL Parents/Guardians in this area. Include yourself as well as any other Parent/Guardian, even if they do not live in the same household.

**Yellow** - Indicates that this person's required information needs to be reviewed. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Add New Parent/Guardian

Back Save/Continue

**STEP 9:** Complete the Emergency Contact Information.

- When a name is highlighted **yellow**, you need to click the **Edit/Review** button.
- If necessary, you can add an emergency contact by clicking on the blue button - **Add New Emergency Contact**.
- Emergency Contacts **CANNOT** be a parent/guardian.

\* Indicates a required field



### Emergency Contact

| First Name | Last Name | Gender | Completed | Record Type | Remove Existing Contact     |
|------------|-----------|--------|-----------|-------------|-----------------------------|
| Kim        |           | F      |           | Existing    | <a href="#">Edit/Review</a> |

Enter Emergency Contact(s) ONLY. An Emergency Contact (EC) is a person who is designated by the parent/guardian to be contacted in the event the parent/guardian is unavailable. The designated Emergency Contact must provide proper identification in order to pick up a student.

**AT LEAST ONE EMERGENCY CONTACT MUST BE ENTERED TO CONTINUE.**

**Yellow** - Indicates that this person's required information needs to be reviewed. Select the highlighted row to continue.

**✓** - Indicates that person is completed.

The maximum number of Emergency Contacts is 3

[Add New Emergency Contact](#)

[Back](#) [Save/Continue](#)

- Click [Save/Continue](#) after each Emergency Contact

\* Indicates a required field



Contact Name: Kim Connelly

Demographics

Contact Information

Verification

Enter the address for this emergency contact. The information enables the system to avoid duplicates in the database.

Please check this box if this person lives at the address listed below.

1128 Street  
Lake Villa, IL 60046

OR

Street Address

City, State, Zip code

Example

Address Line 1 - 123 S Main St Apt 4

Address Line 2 - Schenectady, NY 12345

Previous

Cancel

Save/Continue

- When the completed column has green checkmarks, click **Save/Continue** again to move to STEP 10.

\* Indicates a required field



### Emergency Contact

| First Name | Last Name | Gender | Completed | Record Type | Remove Existing Contact |                             |
|------------|-----------|--------|-----------|-------------|-------------------------|-----------------------------|
| Kim        |           | F      | ✓         | Existing    |                         | <a href="#">Edit/Review</a> |

Enter Emergency Contact(s) ONLY. An Emergency Contact (EC) is a person who is designated by the parent/guardian to be contacted in the event the parent/guardian is unavailable. The designated Emergency Contact must provide proper identification in order to pick up a student.

**AT LEAST ONE EMERGENCY CONTACT MUST BE ENTERED TO CONTINUE.**

**Yellow** - Indicates that this person's required information needs to be reviewed. Select the highlighted row to continue.

✓ - Indicates that person is completed.

The maximum number of Emergency Contacts is 3

[Add New Emergency Contact](#)

[Back](#) [Save/Continue](#)

## STEP 10: Complete the Student Information for ALL students.

- When a name is highlighted **yellow**, you need to click the [Edit/Review](#) button.
- If it is necessary to add a new student, please stop and contact your school's Registrar.

\* Indicates a required field



### Student

| First Name | Last Name | Gender | School                      | Completed | Record Type |                             |
|------------|-----------|--------|-----------------------------|-----------|-------------|-----------------------------|
| Test B     | Student   | F      | Lakes Community High School |           | Existing    | <a href="#">Edit/Review</a> |
| Test A     | Student   | M      | Lakes Community High School |           | Existing    | <a href="#">Edit/Review</a> |

If all of your students are not listed, please contact the Registrar.

**Yellow** - Indicates that this person's required information needs to be reviewed. Select the highlighted row to continue.

✓ - Indicates that person is completed.

[Back](#) [Save/Continue](#)

- Click **Save/Continue** after each student.

\* Indicates a required field



**Student Name Test B Student Student**

- ▶ Demographics
- ▶ Race Ethnicity
- ▶ Relationships - Parents/Guardians
- ▶ Relationships - Emergency Contacts
- ▶ Relationships - Household Members
- ▶ Health Services - Physicals/Immunizations/Emergency Information
- ▶ Health Services - Medical Health Conditions
- ▶ Health Services - Medications
- ▶ Release Agreements - Handbook
- ▶ Release Agreements - Media
- ▶ Release Agreement - Technology
- ▶ Graduating Students ONLY
- ▶ Student Accident Insurance
- ▶ Additional Information
- ▶ Fees

**ApplicationConfirmation**

\* Please click this checkbox to confirm all information has been reviewed before submitting the Online Registration.

◀ Previous

Cancel Save/Continue

- Click **Save/Continue** again to move to STEP 11.

\* Indicates a required field



Student

| First Name | Last Name | Gender | School                      | Completed | Record Type |                             |
|------------|-----------|--------|-----------------------------|-----------|-------------|-----------------------------|
| Test B     | Student   | F      | Lakes Community High School | ✓         | Existing    | <a href="#">Edit/Review</a> |
| Test A     | Student   | M      | Lakes Community High School | ✓         | Existing    | <a href="#">Edit/Review</a> |

[If all of your students are not listed, please contact the Registrar.](#)

**Yellow** - Indicates that this person's required information needs to be reviewed. Select the highlighted row to continue.

✓ - Indicates that person is completed.

[Add New Student](#)

[Back](#)

[Save/Continue](#)

**STEP 11:** Click the **Submit** button

\* Indicates a required field



Your Enrollment is not complete until you submit your application by clicking the following button.

[Submit](#)

PLEASE NOTE: Information may be verified PRIOR to clicking SUBMIT. The application is not considered complete until you click SUBMIT. An email notification will be sent confirming receipt of the application.

[Back](#)

[Application Summary.PDF](#)

**STEP 12:** Click the **Confirm** button

### Warning

Are you sure you that you are ready to submit this enrollment? You will not be able to enter and/or modify this information after submitting.

Confirm

Cancel

## CONGRATULATIONS!

You have successfully completed your online registration. You will receive an email once the Registrar has processed your registration. If you do not receive a confirmation email within 2 weeks, please contact your school's Registrar.



Thank you for completing Online Enrollment. Click on the link below for a copy of the data submitted.

[Application Summary PDF](#)

**Access Your Parent Portal.**

## FAQ:

### Proof of Residency for 2023-24

District 117 registration requires proof of residency. In preparation for Online Registration, District 117 used Thomson Reuters CLEAR® system to verify your residency through public records. All households were reviewed using this system. You will be notified by email at the end of April if further action is required.

### Technical Tips to completing OLR

- You **MUST** allow pop-ups to use the online registration tool. **The Pop Up Blocker must be turned off in your browser.**
- When you click on links, a new window will likely open. Close or minimize the new window to return to the OLR tab.
- Questions marked with a **red asterisk (\*)** are **required**. The program will **NOT** advance until answered.
- Enter full names, avoid abbreviations & nicknames
- Enter dates as MM/DD/YYYY
- Enter phone numbers as xxx-xxx-xxxx
- Uploads must be in .PDF (preferred format) or .JPG
- Checkboxes that signify you have read a document must be checked **AFTER** you have completed “click here”

### Do I have to answer all the questions?

Questions marked with a **red asterisk (\*)** are **required**. The program will **NOT** advance until answered.

### Do I have to complete the Online Registration all at the same time?

No. Click on **SAVE/CONTINUE** at the bottom of the tab.

When you are ready to continue the registration the program will allow you to resume where you left off. To resume your registration, log back into the portal, and resume at the spot you last saved.

### How do I upload my student's documents?

In each section that requires documents, there will be an **UPLOAD** button. The document **MUST be in a PDF or JPG format. When uploading these documents please verify that they are current as specified in the directions.**

*\*Note: If you received the CLEAR Batch approval email, you do not need to upload residency documents.\**

### Required Documents

- State of IL Health Exam form with vaccinations - grade 9/ new students
- Dental form - grade 9
- Eye Exam form - new students to IL public school
- Proof of Meningococcal vaccine - grade 12
- 3 documents proving residency as specified in the OLR - families receiving

### Thing you CAN do during OLR

- Change phone numbers & email addresses
- Change preferences for how we contact you
- Request an address change and provide proof of residency at this new address
- Update or edit Emergency Contacts

### Things you CANNOT do during OLR

- Change name, birth date, birth gender (please contact the school Registrar)
- Pay fees

– View student schedules

## How do I pay my school fees?

- School fees will open on August 1, 2023. An email will be sent to all families when RevTrak is open to make 23-24 payments.
- D117 uses a RevTrak payment portal for families to pay their school fees. [Learn more.](#)
- Preferred Payment Method: debit/credit via the RevTrak portal between August 1-17, 2023.
- Other Payment Methods: cash/check to the main office, payment plans, fee waiver
- [2023-24 Student Fees](#)
- [D117 Policy regarding student fees](#)

## Fee Waivers

Fee waivers will be available toward the end of July. They will be mailed home and available through the D117 website under FORMS.

## Questions?

### **Antioch Community High School**

main office: (847) 395-1421

email the registrar: [Vicky.Stevens@chsd117.org](mailto:Vicky.Stevens@chsd117.org)

### **Lakes Community High School**

main office: (847) 838-7100

email the registrar: [Debi.Thompson@chsd117.org](mailto:Debi.Thompson@chsd117.org)