

New Student Online Enrollment

Current or Past Mokena School District Families

These are the instructions to enroll a new student into Mokena School District 159. These particular instructions are for families who have or have ever had a student enrolled in Mokena School District. If your family is new to the district, please follow these alternate instructions: [New Family Online Enrollment](#)

It is recommended to complete this process on a computer rather than a mobile device or iPad

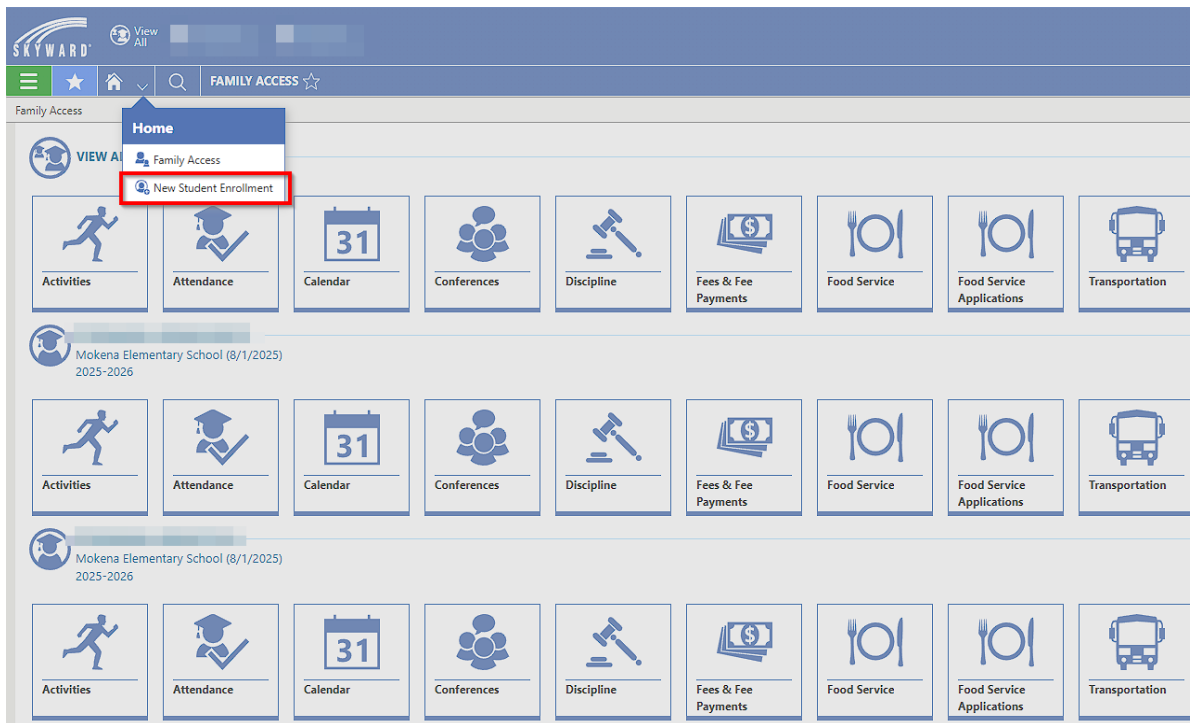
1. Login to Skyward Family Access- All families with students that have ever been enrolled in Mokena School District will need to enroll new students through Skyward Family Access.

[Click here to proceed to the login page](#)



**If you do not remember your login or password, please click on the “Forgot your Login/Password?” link. If you are still having difficulties, please call District Office at (708)-342-4900

2. Open New Student Online Enrollment from the Family Access Portal



3. Fill Out Online Enrollment Application

To complete this enrollment application, you will need the following documents available for upload:

1. Student's original birth certificate
2. Proof of Residency documents if you rent or own. [Residency Verification Requirements](#)
If you live with a district resident and cannot provide Category 1 documentation, please complete the following form and bring required documents to the District Office. [Property Owner Residency Form](#)
3. Illinois Transfer Form if coming from another Illinois public school (**not needed for PreK and KG students**)

Step A: Enter Information for New Student - In this section you will enter your students birth date to determine grade level and school placement. Click "Save" to continue.

New Student Enrollment

Enter information for your new student.

*Birth Date

05/19/2020 Tuesday

31

Age

5

*Grade

KG

▼

Where would you like to enroll your student?

*School

Mokena Elementary School

▼

 Save

 Cancel

- Please enter the child's information. The required fields are:
 - First Name
 - Last Name
 - Gender
 - Primary Language
 - Native Language
 - Federal Race (Select all that apply)
 - Expected Enrollment Date (THIS IS THE FIRST DAY OF SCHOOL 08/20/2025)
- Click the green "Complete & Next" button to continue to the next step.

- In the phone number and email fields, please be sure to select the type from the drop down list. These fields are new to Qmlativ.
- If you need to add another phone number, email or guardian, please click the green buttons for the respective fields you need to add.
- In the case you need to add a second family, please check the “Add Second Family” box at the bottom of the form and enter the required information.
- Click the green “Complete & Next” button to continue to the next step.

The screenshot shows the 'ONLINE FORM : NEW STUDENT GUARDIAN INFORMATION' for 'TESTQ, DAN'. The form is at 'Step 2 (Required)'. The left sidebar shows a progress bar with steps: Instructions, New Student Enrollment Information (Required), New Student Guardian Information (Required), Emergency Contact Information (Required), Birth Certificate (Required), Residency (Required), NSE Home Language Survey (Required), NSE Student Services Questionnaire (Required), and Review. The main form has sections for 'PRIMARY FAMILY' and 'GUARDIAN #1'. In the 'PRIMARY FAMILY' section, red arrows point to the 'Home Language' dropdown (set to 'English'), 'Street Number' (11244), 'Street Directional and Name' (Willowcrest Ln), 'Unit' dropdown, 'Unit #' field, 'Zip Code' dropdown (60448), and 'Relationship' dropdown (FATHER). In the 'GUARDIAN #1' section, red arrows point to the 'First Name' (TestQ), 'Last Name' (TestQ), 'Gender' (Male), and 'Relationship' (FATHER) fields. The 'Custodial Guardian' section has checkboxes for 'Select', 'Physical Placement', and 'Legal Decisions'. The 'Allow Student Pickup' checkbox is unchecked. The 'Driver's License Number' field is empty. On the right, there are sections for 'PHONE #1', 'PHONE #2', 'EMAIL #1', and 'EMAIL #2'. The 'Add Phone', 'Add Email', 'Add Guardian', and 'Add Second Family' buttons are highlighted with red boxes. The 'Add Second Family' checkbox is unchecked.

Step C: Enter emergency contact information. These should be someone other than yourself or guardians. Guardians will always tried to be contacted first.

- Please enter emergency contacts. We would like all students to have at least one emergency contact.
 - If you add an emergency contact, the **“1st Phone Number” field is required.**
 - If this person is allowed to pick up your child, please check the box to do so. **If this box it checked, the “Driver’s License Number” field is required.**
 - If you want to add more emergency contacts, click on the green “Add Emergency Contact” link at the bottom of the page.
- Click the green “Complete & Next” button to continue to the next step.

Step D & E: Requested Documents- All documents in these two sections can either be uploaded as PDFs or Image files. The following forms are required:

1. **Birth Certificate**- This must be a copy of the Original Birth Certificate
2. **Residency**- To prove residency, you must upload one Category 1 document and two Category 2 documents. Approved forms of these documents are as follows:

Category 1 Documents (One Required)	Category 2 Documents (Two Required)
• Real Estate Tax Bill (most recent)	• IL Driver's License IL State ID
• Mortgage Statement / Loan Statement	• Gas / Electric/Water Bill (most recent)
• Closing Contract w/Proof of Closing Date	• Vehicle Registration/Insurance Policy (most recent)
• Signed and Dated Lease (most recent)	• Home Owner/Renter Insurance Policy (most recent)
	• Voter Registration Card (most recent)
	• Current IL Public Assistance documentation

- a. If you currently live with a district resident and cannot provide Category 1 documentation, please complete the following form and bring the required documents to the District Office. [Property Owner Residency Form](#)
- b. More information on residency can be found here: [Residency Verification Requirements](#).

IL Student Transfer Form- This is a document provided by the previous district if transferring in from another Illinois school district. *This form is not needed for PreK and Kindergarten students.*

- *****Files are required to be uploaded to move to the next steps*****

- Click the green “Complete & Next” button to continue to the next step.

4: Birth certificate uploaded is required to move on.

Birth Certificate

3 of 7 Step 4 (Required) Save & Exit Previous **Complete & Next >**

Instructions

New Student Enrollment Information (Required)

New Student Guardian Information (Required)

Emergency Contact Information (Required)

Birth Certificate (Required)

Residency (Required)

NSE Home Language Survey (Required)

NSE Student Services Questionnaire (Required)

Review

TESTQ, DAN

Please upload your child's birth certificate

UPLOAD FILES

Child's birth certificate

*Birth Certificate

Select File(s) or Drag and Drop File(s) here

Maximum size: 5MB

Description Test Upload BC

5: The fields in the red boxes are required to move on, including electronic signature at the bottom of the page.

Residency

4 of 7 Step 5 (Required) Save & Exit Previous **Complete & Next >**

Instructions

New Student Enrollment Information (Required)

New Student Guardian Information (Required)

Emergency Contact Information (Required)

Birth Certificate (Required)

Residency (Required)

NSE Home Language Survey (Required)

NSE Student Services Questionnaire (Required)

Review

TESTQ, DAN

Please upload all required residency requirements (Own/Rent).

- Category 1: 1 residency proof is required

- Category 2: 2 separate residency proofs are required

Living with a District Resident:

- Please see Property Owner Residency Form

*Do you own, rent or live with a district resident?

UPLOAD FILES

This section is for families living with a district resident only. If you live with a district resident, this section is required.

Please upload the following to this section:

- Completed and Notarized Homeowners Verification Form

The form is located on our website at Mokena159.org. Please follow these steps:

- Parents

- Registration/Enrollment

- Online Enrollment

- New to Mokena 159

- Click on: Document Based Instructions can be found here

- Page 2 - Property Owner Residency Form

*Before submitting, please be sure all sections of the form are filled in completely. Forms that are not completed cannot be accepted.

Live with a District Resident

Select File(s) or Drag and Drop File(s) here

Maximum size: 5MB

Description

UPLOAD FILES

Please upload one of the following current/up to date residency requirements:

- Real Estate Tax Bill (recent only)
- Mortgage Statement (recent only)
- Closing Contract w/proof of closing date (newly purchased homes within 30 days of this application only)
- Signed and Dated Lease (current only)

*Category 1

 Select File(s) or Drag and Drop File(s) here

Maximum size: 5MB

Description

UPLOAD FILES

Please upload one of the following current/up to date residency requirements. Please note, only one proof from each category below can be accepted:

- Valid Drivers License/Valid State ID - Only 1 License/State ID per household
- Gas/Electric/Water Bill - Only 1 utility bill per household
- Vehicle Registration/Vehicle Insurance Policy - Only 1 vehicle proof per household
- Homeowner/Renter Insurance Policy - Only 1 policy per household
- Voter Registration Card - Most recent only
- Current IL Public Assistance documentation - Dated within 30 days of this application

Category 2

 Select File(s) or Drag and Drop File(s) here

Maximum size: 5MB

Description

UPLOAD FILES

Please upload one of the following current/up to date residency requirements. Please note, only one proof from each category below can be accepted:

- Valid Drivers License/Valid State ID - Only 1 License/State ID per household
- Gas/Electric/Water Bill - Only 1 utility bill per household
- Vehicle Registration/Vehicle Insurance Policy - Only 1 vehicle proof per household
- Homeowner/Renter Insurance Policy - Only 1 policy per household
- Voter Registration Card - Most recent only
- Current IL Public Assistance documentation - Dated within 30 days of this application

Category 2

 Select File(s) or Drag and Drop File(s) here

Maximum size: 5MB

Description

*I understand that knowingly and willfully providing false information to a school district regarding the residency of a child for the purpose of enabling that child to attend any school of the district without payment of nonresident tuition is a crime; a Class C misdemeanor 105ILCS5/10-20.12b. The District will seek prosecution, to the full extent of the law, of any person who the District believes has committed any residency-related crime. Additionally, a civil lawsuit may be initiated by the District

*I understand that any student found to have been fraudulently registered will be immediately withdrawn from the district and the parent/guardian will be assessed the current per capita tuition for the time the student had been enrolled with District 159

*I affirm that I live within the boundaries of Mokena School District 159 and that the information presented in this Affidavit and in connection with any investigation of my residency or the residency of the student is true, complete, and accurate and that I understand the penalties for fraudulent registration.

*I Agree ☐

Signed By

Date Signed

MM/DD/YYYY

4. Fill out NSE Home Language Survey and the Student Services Questionnaire

- The next two surveys are required and help us gather information about your student in order for us to place them into potentially matching programs based on need. Please fill these out as accurately as possible.

1

Home Language Survey

The state requires the school district to collect a Home Language Survey for every new student. This information is used to count the students whose families speak a language other than English at home. It also helps to identify the students who need to be assessed for English language proficiency.

Full Name (For Office Use Only)

SIS Student ID (For Office Use Only)

Grad Year (For Office Use Only)

Grade Level (For Office Use Only)

*1. Is a language other than English spoken in your home?

If yes, what language(s)?

*2. Does your child speak and/or understand a language other than English?

If yes, what language(s)?

Terms of Agreement If the answer to either question is yes, the law requires the school to assess your child's English language proficiency.

*I Agree ☐

Signed By Date Signed

2

Student Services Questionnaire

This information is collected for students NEW to the district who may have had special services provided to them from a previous school district. At your child's previous school:

Full Name (For Office Use Only)

SIS Student ID (For Office Use Only)

Grad Year (For Office Use Only)

Grade Level (For Office Use Only)

*1. Does your child have a CURRENT, ACTIVE IEP (individualized education plan)?

*2. Does your child have a CURRENT, ACTIVE Section 504 Plan?

*3. Did your child receive specialized English Language (EL) learner services at their previous school?

If you selected "Yes" for either question 1 or 2, you must provide a copy of the active document to the district office as soon as possible.

5. Final step is to review and submit your application

- Please review your application and submit. Your application will be reviewed by district personnel. Once approved you can then proceed with Registration for your students appropriate grade.

The screenshot shows a web application interface for "STEP 1: NEW STUDENT ENROLLMENT INFORMATION". The top navigation bar includes a "Review" dropdown, "Save & Exit", "Previous", and a highlighted "Submit Form" button with a right arrow. A red arrow points from the "Submit Form" button to the "Review" link in the left sidebar. The sidebar also contains a list of steps: Instructions, New Student Enrollment Information (Required), New Student Guardian Information (Required), Emergency Contact Information (Required), Birth Certificate (Required), Residency (Required), NSE Home Language Survey (Required), and NSE Student Services Questionnaire (Required). The "Review" link is highlighted with a red box and a red arrow. The main content area displays the enrollment form with fields for First Name, Middle Name, Last Name, Name Suffix, Name Pronunciation, Birth Date (05/20/2020 Wednesday), Age (5), Grade (KG), Gender, Primary Language, and Native Language. A "View" link is visible on the right side of the form.

Thank you for taking the time to enroll your student!