



**Alton Community Unit School District #11
Student On-Line Registration for 2017/2018**



Kindergarten – 8th Grade

Student registration is now more convenient than ever before! Alton Community Unit School is excited to offer ON-LINE REGISTRATION for certain returning ACUSD #11 students. **Yes, you will be able to skip the lines and avoid the wait by re-registering your returning student from your own personal computer or device!**

**On-line re-registration will open on Friday, June 2, 2017 and close on Sunday, June 18, 2017 at midnight.
Please take advantage of this process and avoid the registration lines.**

You may re-register your child on line if: he/she was enrolled last year and will be in grades Kindergarten through 8th grade next year. Proof of residency is required if you have a new address. Proof of residency documents may be uploaded during the online re-registration. **(The district reserves the right to verify all residency information).** If discrepancies in enrollment information are found, students will be blocked from on-line registration until updated residency information has been provided to the Administrative Center. Additionally, you must have a certified copy of the student’s birth certificate on file to complete the on-line registration process.

Who will NOT be able to complete on-line registration?

- Alton High School or Early Childhood Students.
- Families who are new to the district.
 - **NOTE:** All new students to Alton CUSD #11 must prove residency to enroll / register.
 - (The district reserves the right to verify all residency information).
- Families with name changes or guardianship changes.
- New Kindergarten students who have not completed the enrollment process.
- Families declared as Homeless.
- Families that have not submitted a certified copy of their child’s birth certificate.

K- 8 Families new to the Alton School District or that require a Homeless Declaration are required to complete the enrollment / registration: A) in person at the Administrative Center located at 1854 E Broadway, Alton, IL. (Option A not available on July 25, 26, 27) **OR** B) At Alton High School during K-8 registration on July 25, 26, 27 (Please follow K-8 Registration time schedule)

NOTE: Alton High School (9 – 12 grade) students will receive a separate mailing with instructions for centralized registration planned for July 31, 2017 through August 3, 2017 at AHS. Early Childhood students will also receive a separate mailing with more details about their registration / enrollment requirements and dates.

Online Registration Procedure

- You will need a valid email address and a Skyward Family Web Access log-in (student log-ins will not work) in order to begin the on-line process. **If you do not have a Skyward Family Web Access log-in and password, the parent of record needs to go to one of your student’s schools with a valid picture ID before the end of this school year to get that set up.**
- Go to www.altonschools.org, click on “Enrollment and Registration” on the left-hand side or the big, ‘REGISTER NOW’ button. Once your student’s registration is complete, you will receive an email with further instructions.
- If you do not have access to a computer or the internet, or if you just would feel more comfortable with someone to guide you through the on-line registration process, computers and staff will be available for assistance according to the following schedule:

ON-LINE REGISTRATION COMPUTERS / ASSISTANCE SCHEDULE (if needed)		
LOCATION	DATES	TIMES
Alton School District Administrative Center 1854 E Broadway, Alton IL	June 5, 6, 7, 8	8:00 am – 10:00 am
	or	
(618) 474-2600	June 12, 13, 14, 15	1:00 pm – 4:00 pm
Other times available by appointment		

Central Registration Procedures (K-8)

If you are unable to complete the on-line registration during the timeframe of June 2, 2017 through June 18, 2017, the parent / guardian will need come to the Alton School District K-8 Central Registration and present a current picture ID in order to register student(s). **Central Registration will be at Alton High School, located at 4200 Humbert Road, Alton, IL on July 25, 26 and 27th.** The schedule below is provided to assist with your planning. If you can't make your suggested time or have more than one student with different last names, please come at any of the times listed during these three days.

K - 8 Centralized Registration Dates and Times		
Date	Student Last Name Beginning	Time
Tuesday, July 25	A through K	11:00 am – 7:00 pm
Wednesday, July 26	L through Z	11:00 am – 7:00 pm
Thursday, July 27	OPEN TO ANYONE	8:00 am – 3:00 pm

For new students to the Alton School District or students that have an address change, a custodial parent or legal guardian must bring in the following to Central Registration in order to complete the enrollment / registration:

- Two Proofs of Residency (see website for guidance to establish student residency);
- Certified Birth Certificate and Social Security Card;
- Enrolling custodial parent's picture ID;
- Any court documents pertaining to custody of the child (if applicable);
- Student Health Information Forms / Physical / Dental Forms, if completed (health forms and requirements can be found on the website under "Parents" link)

FEES

Supplemental fees for the 2017/18 school year will not be posted in Skyward Family Web Access until July 25 and payments may be made at that time. You may make the payments online through Skyward Family Web Access or come to Central Registration to the Fee Payment Station to pay in person. If you are eligible for a Fee Waiver due to Direct Certification (verification through IDHS that the student is eligible for SNAP, TANF, or Foster Child status), that credit will be posted on Family Web Access on July 25. If you are not directly certified, but believe you may qualify for a waiver of the year's fees, you may complete a Household Income application and submit it at Central Registration. To be approved, you must attach one month's proof of income from May – July or a determination letter from IDHS stating that someone living in the student's family is currently receiving SNAP or TANF benefits. The application is available on the Registration Link on the district website.

2017 / 2018 SUPPLEMENTAL FEES

Kindergarten (full day)	\$90.00
Grades 1-5	\$90.00
Grades 6-12	\$100.00

2017 / 2018 ATHLETIC PARTICIPATION FEES

Middle School	\$60
High School	\$85

NOTE: Additional fees may be charged for elective classes, PE uniforms, music fees, parking stickers, etc.

ON-LINE REGISTRATION:

Beginning June 2, log onto: www.altonschools.org and click on



QUESTIONS? Please call (618) 474-2600