



**Community High School District #99**  
**North High School**  
*Realizing Individual Potential for the World Community*

School Year 2010-2011

Dear Parent/Guardian and Student,

Thank you for your interest in the enrollment and registration procedure at North High School.

**Please read the following information carefully.**

*To begin, you must inform the current school of your intent to leave and complete their withdrawal process. It is your responsibility to request transfer records.*

- Refer to the **Required Enrollment Documents** list to assist you in gathering the necessary documents.
- Complete the following enclosed forms:
  - ✓ Student Information Form
  - ✓ Release of Records
  - ✓ Residency Affidavit
  - ✓ Special Needs History Information

The following documents are **absolute** requirements prior to registration:

- Proof of Residency
- Health and Immunization Records (per School Code of Illinois)
- ISBE Student Transfer Form stating that the student is not currently serving a suspension or expulsion (per School Code of Illinois)

*Also, in accordance with the Missing Children's Act, it is mandatory that an official birth certificate be submitted within 30 days of enrollment.*

**Students who are enrolled and later found not to be legal residents are subject to immediate dismissal.**

Illinois law has made it a crime to knowingly or willfully present false information regarding the residency of a student for purposes of enabling that student to attend North High School when the student is known to be a non-resident of District 99.

**Upon review of the materials you have submitted, I will schedule a math assessment test and an appointment for you and your student to meet with a guidance counselor.** Be advised that the enrollment process includes, but may not be limited to, the following: an interview with an administrator, referrals from the previous schools, placement tests, and residency checks.

Welcome to North High School!

Sincerely,

A handwritten signature in black ink, appearing to be "RS", written over a horizontal line.

Ruth Schneider  
Registrar

## REQUIRED ENROLLMENT DOCUMENTS

**As parent/ guardian, you are responsible for providing all necessary documents outlined on this page.**

**Math assessment and registration appointments cannot be scheduled without:**

- 1. Proof of residency**
- 2. 9<sup>th</sup> grade physical or out-of-state immunization record**
- 3. Illinois Student Transfer Form (for transfers within Illinois)**
- 4. Transcript**
- 5. IEP (if student has one)**
- 6. applicable custody papers.**

*Failure to provide all documents will delay the registration process.*

**As parent/guardian, please provide the following documents to enroll your student:**

1. Proof of Residency\*
  - A copy of your lease (with student's name, landlord's name and phone number)
  - Current gas or electric bill,

**or**

  - A copy of your mortgage statement/contract
  - Current gas or electric bill
2. Photo ID of registering parent or guardian.
3. Birth certificate.
4. A copy of the care and custody arrangement if the natural parents are divorced or separated. This information would be in the divorce document or could be an agreement signed and notarized by both parties.  
Note: If the student is living with guardians other than parents, additional forms are required.

**\*If the parents/guardians of the student are not the owners/lessees, additional forms are required.**

**From the current school, please obtain:**

1. An ISBE Student in Good Standing form if transferring within Illinois (required from previous school), or the enclosed Statement of Student in Good Standing for out-of-state transfers.
2. The health records that include all immunizations and a 9<sup>th</sup> grade physical examination if transferring from an Illinois school. An Illinois physical is also required if transferring from out-of-state or country. You will have a grace period of six weeks from date of enrollment in which to obtain the physical.
3. An unofficial transcript of grades or 8<sup>th</sup> grade report card and any standardized test scores if available.
4. Withdrawal form from the previous school, if transferring mid-year, with grades in progress along with a current class schedule. ***Grades in progress are necessary to get semester credits.***
5. Current IEP (if applicable).

All documents must be reviewed before registration can take place. Once documentation is complete, you will be provided with an appointment time for the math assessment and to meet with a counselor.



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(630) 795-8400 · www.csd99.org

**Physical Examination /Immunization Requirements**

***FRESHMAN REQUIREMENTS:***

The School code of Illinois requires that each student entering ninth grade have a physical examination completed by a licensed physician, advanced practice nurse, or physician's assistant. This physical may also be used as a sport physical for one year. The **Medical History** section *must* be completed and signed by the parent or legal guardian of the student. The **Physical Examination** must include an evaluation of height, weight, BMI (body mass index), diabetes screening, blood pressure, and review of systems. Student records must show proof of immunization series according to the guidelines of the Illinois Department of Public Health:

Diphtheria, Pertussis, Tetanus, Polio, Measles (Rubeola), Mumps, Rubella, and Hepatitis B.

***Freshman students will be excluded on the first day of school and every day thereafter, until a complete Certificate of Child Health Examination is provided.***

***TRANSFER STUDENT REQUIREMENTS:***

- **Students transferring from an Illinois school** must provide a copy of their ninth grade physical and a complete and current immunization record in order to enroll and be eligible for class registration.
- **Students transferring from out-of-state or country** must bring prior school health records in order to enroll. Completed current physical requirements and immunization information are due within six weeks of enrollment or the transfer student will be excluded from school.

In addition, all out-of-state students are required to have a complete eye examination.

**Illinois Physical Examination and Eye Examination forms are available  
from the health office or the registrar.**

Questions regarding the above policies can be directed to the Health Services office by calling 630-795-8480.





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## RELEASE OF STUDENT RECORDS

***Parent/Guardian: Return this form to North High School***

### *SENDING SCHOOL*

**School Name** \_\_\_\_\_  
\_\_\_\_\_  
**Street** \_\_\_\_\_  
**City State Zip** \_\_\_\_\_  
**Phone** \_\_\_\_\_  
**Fax** \_\_\_\_\_

### *PLEASE SEND TO:*

Ruth Schneider, Registrar  
Community High School District 99, North High School  
4436 Main Street  
Downers Grove IL 60515  
**Phone** 630-795-8425  
**Fax** 630-795-8199

\_\_\_\_\_  
*Student Name*

\_\_\_\_\_  
*Date of Birth*

*I give my permission to release any or all of the information listed below to North High School for the purpose of registration:*

- An official transcript.
- A key to your grading system.
- All medical and immunization records.
- ISBE Student Transfer Form (Illinois schools only).
- Grades in progress at time of withdrawal. (Please include date of withdrawal.)
- Cumulative file and/or standardized test results.
- All discipline records.
- Special Education records, including current IEP and most recent case study evaluation.

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Student (if over 18 years of age)*

\_\_\_\_\_  
*Date*

*According to the Family Educational Rights and Privacy Act, Final Rule on Educational Records, Federal Register, June 17, 1976, Vol. 41, No. 118, Page 24673, it is no longer necessary to obtain written consent to release records between schools. It states that school officials within the educational institution and officials of other schools in the school systems in which the student may intend to enroll, may receive a student's records without written consent for such release.*

**NEW STUDENT APPLICANT RESIDENCY AFFIDAVIT**

Student Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Lives with: \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
Previous Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Lived with: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Where did the student reside during the previous summer? \_\_\_\_\_

Where did the student attend school last year? \_\_\_\_\_

Brothers & Sisters:

Name	Age	Address	School Attending
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**LEGAL RESIDENCY REQUIREMENTS**  
**PLEASE READ CAREFULLY**

The right to attend a District 99 High School is extended to residents who live in the District boundaries. **Under the law, the student’s residence is considered to be the home of his/her parent(s) or legal guardian(s).** Students who move into the school district to live with relatives or friends for the purpose of attending a District 99 High School are not considered legal residents in the district and therefore cannot be admitted to the school. The District may investigate the residence of any student before or after enrollment and require the involved persons to provide additional information to be considered by the District in determining residency. Enrollment is not completed, and attendance will usually not be permitted, until all residency issues are resolved.

ANY PERSON WHO KNOWINGLY ENROLLS OR ATTEMPTS TO ENROLL ON A TUITION-FREE BASIS A STUDENT WHOM THE PERSON KNOWS TO BE A NON-RESIDENT, OR WILLFULLY PRESENTS FALSE INFORMATION REGARDING THE RESIDENCY OF A PUPIL SHALL BE GUILTY OF A CLASS C MISDEMEANOR, PUNISHABLE BY A FINE OF NOT MORE THAN \$500 AND IMPRISONMENT OF NOT MORE THAN 30 DAYS.

**Important Notice Regarding Temporary Housing**

Families staying in temporary housing located within District 99 North High School boundaries will be subject to periodic residency checks. These facilities do not require a lease and are therefore not permanent residences. If during a periodic check the family is not registered, the student will be dropped from the attendance rolls immediately. *Families moving must report their new address immediately to North High School.* Failure to do so will result in immediate student termination.

**Signatures**

I certify that I am a legal resident of Community High School District 99 North High School. By my signature below, I confirm that all the information provided and the form is true and correct. I understand that Illinois law has made it a crime to knowingly and willfully present false information regarding residency of a student for purposes of enabling that student to attend North High School when the student is known to be a non-resident of District 99.

Parent/Guardian signature \_\_\_\_\_ Dated \_\_\_\_\_

Student signature \_\_\_\_\_ Dated \_\_\_\_\_





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**Student Transfer Form**  
*Statement of Student in Good Standing*

**If transferring from an Out-of-State  
or Private School Only**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Previous School \_\_\_\_\_

City and State \_\_\_\_\_

*We hereby attest that this student left the previous school in good standing.  
The student has not been expelled and is not currently serving a suspension  
from the previous school.*

Signatures:

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date