

Woodstock Community Unit School District 200

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Woodstock, IL 60098

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www.woodstockschoools.org



April 2019

Parent Name

RE: Student Name , Student ID

Address

City, State, Zip

Dear Parents/Guardians,

Registration for the 2019-2020 school year begins **April 8, 2019!** Information on the next page will help you complete the process. You may use any electronic device to register. Once you log into the registration website it is important that you use the unique “SnapCode” below to register your child. Each child in your family has their own “SnapCode.” You will be able to register all of your children in grades 1-12 at the same time using the unique “SnapCode” assigned to each child.

Student Name: (Name of Student)
Unique Snap Code: XXXXXXXX12345XXXXXX
School Assignment 2019-2020: (Name Of School)

The registration system includes the current information the school has about your child. You will need to verify and/or correct the information provided. Your child’s assigned school for next year is also indicated on the online registration forms. Questions about this assignment should be directed to your child’s school. Lastly, you will have the option to pay your registration fees through the online registration system. The system accepts Visa, MasterCard, and Discover. Information is also included for parents to choose an alternate form of payment - check, cash, payment plan, or apply for a fee waiver.

Elementary parents are reminded to submit their forms no later than **May 3, 2019.** Student’s whose elementary registration forms are received after that date may be placed at a different elementary school to balance class size.

You are encouraged to read the information included in this packet and keep it for easy reference until the school year begins. You will find additional information about using the registration system as well as other important information about the 2019-2020 school year. Please do not hesitate to contact your child’s school or send an email to registration@wcusd200.org We look forward to your support in bringing this school year to a successful close and to welcoming everyone back on **Thursday, August 15, 2019**, the first day of the new school year.

Sincerely,

Michael Moan, Ed.D
Superintendent of Schools

Keely Krueger
Assistant Superintendent
Early Learning and Elementary

Justin Smith, Ed.D
Assistant Superintendent
Middle and High School

ACCESSING THE ONLINE REGISTRATION SYSTEM

How do I get assistance with the registration process?

- **Your Child's School:** Call or visit the main office during normal school hours. Chromebooks are available in the main office for parents to complete the process.
- **District Office:** Chromebooks are available for parents who would like assistance during normal office hours and throughout the summer.
- **Website and Email:** A step-by-step video is found on the district website - <http://www.woodstockschoools.org/registration> You can also email for assistance at registration@wcusd200.org
- **Online Registration Assistance Nights**
 - Tuesday, April 16 - 5:00- 7:00 PM at Creekside Middle School
 - Thursday, April 25, 2019 - 5:00-7:00 PM at Northwood Middle School

How do I get started?

Visit <http://www.woodstockschoools.org/registration> and click the **2019-2020 Registration** link. Then, enter your student's snapcode.

What's a snapcode?

The snapcode is like a key to your child's data for the upcoming school year. You should receive a unique snapcode for each child. Make sure you enter it exactly as it appears above, with no spaces or punctuation.

Should I create an account?

If you've never completed an online form with PowerSchool Registration, you will need to create a PowerSchool Registration Account. This allows you to securely save your work and come back later if necessary. You can use your email address or mobile phone number.

If you already have an account, you can sign in and complete the form using the same account. If you forgot your login information, click on the 'Forgot Password' link and follow the instructions.

Forms for multiple children in the same family can be completed in the same account.

Do I have to answer all the questions?

Questions marked with a red asterisk (*) are required.

What if I make a mistake?

If you would like to make a change, prior to submitting the form, you can navigate back to the page using the "< Prev" and "Next >" buttons. Or if you are on the Review page, click on the underlined field. If you have already submitted the form, contact your school and they can make any changes for you.

I've completed the form, now what?

Once you have finished entering your information, click "Submit." This will send all of the information you've entered to the school. If you are not allowed to click on this button, make sure you have answered all REQUIRED questions.

What if I have more than one student in the district? Do I need to do this for each child?

Yes, because you'll need to provide information that is specific for each child. We recommend that you complete and submit one form and then start another – this will allow you to "snap" (or share) selected family information, which saves you time.

Can I pay my registration and other school fees for next year at the same time?

Yes, the registration system will give you the option to pay your fees online after completing the forms. Parents may also send a check or cash to the school. Families who find it difficult to make payment at this time may contact the school office to make alternate arrangements.

I'm not sure how to answer a question. I don't know what the question is asking.

You can contact your school or send an email to - registration@wcusd200.org to ask any general questions about the form.

Help! I'm having technical difficulties with the PowerSchool Registration Program.

For technical support, click "HELP" from any InfoSnap page.

ELEMENTARY/MIDDLE SCHOOL - ADDITIONAL INFORMATION FOR THE 2019-2020 SCHOOL YEAR

Elementary Class Size

To help balance class size at all elementary schools, online student registration submitted after **May 3, 2019** and students new to the district may be placed at a different elementary school depending on classroom enrollment at each school and in each grade level. Once students are assigned to a school due to overflow issues, the students will continue attending the school to which they were assigned. Any parent who wishes to transfer their student back to their home boundary school or another school will need to complete a special permission form and submit it to the Superintendent's Office. Decisions regarding special permission will be made after the registration process is completed. Priority for special permission will be given to those students who were displaced due to overflow.

Elementary Classroom Assignments

Classroom assignments will be mailed to parents on **Wednesday, August 7, 2019**.

Not Returning to District 200

If your child will not be returning to District 200 next year, please notify the school office as soon as you make that decision.

School Attendance Areas

Your child's assigned school for next year is indicated on the online registration forms. Please contact your child's school if you have questions about the attendance school assigned to your child.

Physical Exams and Immunizations

Physical exams and up-to-date immunizations are required for all students entering pre-kindergarten, kindergarten, sixth and ninth grade and for any student entering District 200 from outside of Illinois. **Dental examinations** are required for students in kindergarten, second and sixth grade. Students entering kindergarten and those entering District 200 from out of state must also have an **eye exam** completed by a licensed optometrist or ophthalmologist. Physical, dental and eye examination forms are due on the first day of school.

Bus Assignments

Bus assignments will be available on the district website the first week of August. A Student ID number will be required to access transportation information.

Fee Busing

Families who live outside 1.5 miles from their assigned school may be eligible for fee busing. Fee busing is permitted if a current route is available and there is room on the bus. The cost for this service is \$76.00 one way and \$152.00 round trip per semester. Please contact the Transportation Department 815-338-4777 for eligibility and more information.

School Lunch Accounts

A statement about the current status of your child's **school lunch account** will be sent with his/her report card at the end of the year. Remaining balances will be transferred to the school your child will be attending in the fall. A link is available on the district website <http://www.woodstockschoools.org/registration>

Free and/or Reduced Price Lunches and Breakfasts

Families who qualify will receive a Direct Certification letter from the District 200 Food Services Department by **August 5, 2019**. If you **do not** receive this letter and you choose to apply for free and/or reduced price lunches and breakfasts, you may obtain an application at any school, the District Office, or on the District's website <http://www.woodstockschoools.org/registration>

High School - Additional Information the 2019-2020 School Year

The Basic Cost to Register your student for the next year is \$180.00. Specific class fees will be added after schedules are finalized. Our online registration system **now accepts Visa, MasterCard, and Discover**. Information is also included on the website for parents to choose an alternate form of payment (check, cash, or payment plan) or to apply for a fee waiver. Summer office hours are Monday through Thursday 7 a.m. to 5 p.m.

Health Records:

- a. **Physical examinations, dental examinations, and up-to-date immunizations are required** for all 9th-grade students and any student entering District 200 from out of state or country. Students entering from out of state or country must also have an eye exam completed by a licensed optometrist or ophthalmologist.
- b. **A meningitis vaccination is required for all 12th grade students**. Please bring proof of the vaccination to the school nurse.
- c. All physical and health records are due to the school nurse **by the first day of school, Thursday, August 15th**.
- d. All athletic physicals must be in by the start of the first practice.

Bus Assignments will be available on the district website in the first week of August. A student ID number will be required to access transportation information.

“Mealtime Online” is used in all D200 schools to allow parents to view transaction history or deposit funds into their student’s lunch account. This is available through our website www.woodstockschools.org under the QUICKLINKS section. If you have already activated your student’s account and he/she attended either one of D200 middle schools, your student’s balance will automatically transfer to his/her high school. If your child had a negative balance at the end of the past school year, that has been put into our billing system as an obligation. You may pay that in the main office.

School Handbooks will be sent home with students during the first week of school.

Not Returning to D200: If your child will not be returning to District 200 next year, please notify the school office as soon as you make that decision.

School Attendance Area: Your child’s assigned school for next year is indicated on the online registration form. Please contact the D200 Transportation Department at (815) 338-4777 if you have any questions.

After School Clubs & Activities: We highly recommend that students participate in extracurricular clubs. For a complete list of these organizations, please visit our school website under ACTIVITIES.

Open House/New Student Parent Night will be Tuesday, August 13th at 7:00 p.m. All parents and students are invited to learn about all the exciting happenings in high school.

Freshman Student Orientation Day will be on Wednesday, August 14th.

WHS – 7:30 a.m. to 12:00 p.m. Students will begin in the auditorium.

WNHS – the time is TBD and will be communicated as the event approaches.

Free and/or Reduced Lunches & Breakfast: If your child is eligible for free or reduced-price lunches and breakfasts, you will receive a Direct Certification letter from the district Food Services Department the first week of August. If you **do not** receive this letter from the District Food Services Department and you choose to apply for free and/or reduced price lunches and breakfasts, you may obtain an application after August 1st at any school. Applications will also be available through the District Food Services Department or you can access the application on the District’s website.

Fee Waiver Application and Requirements: Fee waiver applications will be available in August, in the main office or on the district website. Complete a fee waiver application, attach the necessary proof and send it back to school or the district business office. You can put all your children on one form even if they attend different D200 schools. The district business office will complete a review of your information and determine what, if any, fees can/will be waived for the 2019-2020 school year. If you think you may qualify, please fill out this paperwork as soon as possible. You will receive a letter notifying you about the status of your application.