

June 2024

Dear Parent(s)/Guardian(s) of Incoming Freshmen:

Before the start of the 2024-2025 school year, all incoming freshmen will be required to verify residency before they will be issued a schedule. **Between August 1–2**, parents will have to provide residency verification as well as other information that is part of this mailing. Registration will take place in the Commons; families should enter through the student parking lot entrance of the foyer and then follow directional signs to the Commons.

Please review the New Student Registration information (enclosed) and bring all required paperwork with you on the designated day.

The dates and times for FRESHMAN REGISTRATION will be:

<u>Date</u>	<u>Last Name</u>	<u>Time</u>	<u>Location</u>
• Thursday, August 1	A - K	11:00 a.m. – 7:00 p.m.	Commons/Cafeteria
• Friday, August 2	L - Z	11:00 a.m. – 7:00 p.m.	Commons/Cafeteria
• August 7 - 9	Make-Ups	8:00 a.m. – 4:00 p.m.	C104

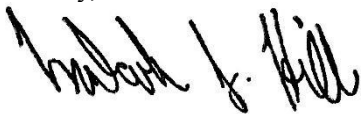
PLEASE NOTE: Please plan accordingly and bring all required documentation with you to limit the time it will take to complete the registration process. After you register, your student will pay all fees and pick up textbooks and a Chromebook, as well as take their ID photo and receive bus information if necessary.

Applying for Free/Reduced Meals? The Free/Reduced Meals Application is **ONLINE** starting **Tuesday, July 2, 2024**. Paper applications will be available during registration days. The Waiver of School Fees form will still need to be completed at registration. Completing the Free/Reduced Meals Application online will speed up your process during registration. Go to www.myschoolspps.com and *Find Your School District* at the bottom. **Applications will not be available until July 2, 2024.**

Call Jason Karstens at 222-7606 with any questions.

Welcome to Belleville West! We look forward to working with you and your student the next four years. If at any time you have questions or concerns, please contact our administrative office for assistance.

Sincerely,



Dr. Malcolm Hill
Principal

*** **MARK YOUR CALENDAR** ***

FRESHMAN ORIENTATION
Tuesday, August 13th
8:30 a.m. – 11:45 a.m.

OVER 

Belleville High School District 201
New Student Registration

A. When parent/guardian registers a student, the parent/guardian will need a photo ID and will need to supply the following information:

Step 1: Proof of Parent or Guardian Relationship

Person registering student must prove parental or guardian relationship by showing:

- a. Certified Birth certificate of student and Driver's License or Other Acceptable Photo ID of parent/guardian
- b. Proof of Guardianship (if applicable)
- c. Court Order, Agreement, Judgment or Divorce Decree that awards custody of the child to any person (if one exists).

Step 2: Proof of Residency

Person registering student must show **3** of the following proofs of residency, at least **2** of which must be from Category A.

Category A

- Current Utility Bill (gas, sewer, water, or electricity) – **only 1 of these can be used**
- Occupancy Permit
- Current Lease:
Landlord Name & Phone _____
- Home Ownership Title or Deed
- Current Homeowner or Renter Insurance Bill
- Current Real Estate Tax Bill
- Mortgage Statement
- Current Closing Papers

Category B

- Current paycheck stub with address in District
- Documentation of TANF or Approval Letter from Nutrition Program and Support Services
- Valid Driver's License with address in District
- Voter Registration Card with current address

Any person who knowingly or willfully presents to the district any false information regarding the residency of a student for the purpose of enrolling that student to attend school in the district, or who knowingly enrolls a student who is not a resident of the district, shall be **guilty of a Class C misdemeanor**, punishable by up to 30 days incarceration in the St. Clair County Jail **ILCS 5/5-8-3** and/or a fine up to \$1500.00 **730 ILCS 5/5-9-1**. In addition any nonresident student will be charged tuition for each day of enrollment in accordance with Section 10-20.12a, of the Illinois School Code.

Step 3: Physical Exam and Immunization Records. Any student that has not met the physical and immunization requirement by the first day of school, will face exclusion from school.

***Step 4: Copies of School Records.** While we will send for the official copy of a student's records after he/she enrolls, it is helpful for students to have copies of their records when they select courses during the registration conferences. **Each special education student should have a copy of his/her I.E.P.**

***Step 5: ISBE "Student Transfer Form"** will be required at the time of registration if the student is transferring from an Illinois public school.

***Steps 4 and 5 pertain only to students transferring from a different high school or outside District 201 feeder schools.**

B. Appeal Procedures

In the event that the district denies enrollment, the parent/legal guardian may appeal the decision to the Principal. If the parent/legal guardian is not satisfied with the principal's decision, he/she may appeal to the Assistant Superintendent/Superintendent. If the parent/guardian is not satisfied with the Assistant Superintendent/Superintendent's decision, he/she may appeal at the next regularly scheduled board meeting. While this question is being decided the student may not enroll in the school. As a part of the investigation process, the district may require the parent/legal guardian of the student to produce additional proofs of legal residence. If the decision by the Board of Education is that the student does not reside within the district, admission is denied.

Checklist for Freshman Registration

Make sure you have the following before coming to registration:

- √ Certified Birth Certificate of incoming student
- √ Driver's License or Other Acceptable Photo ID of parent or guardian
- √ If applicable, other proof of guardianship
- √ 3 proofs of residency – at least 2 from Category A
- √ Physical Exam and Immunization Records
- √ Completed Form: Student Data Form/Student Residency Form

