

June 30, 2024

The beginning of the 2024-2025 school year is just around the corner. In an effort to keep our records up-to-date and to continue to verify residency of our students, all sophomores, juniors and seniors are required to provide verification of their residence. **There are two possible scenarios:**

Scenario #1

The student lives at the same residence that was established last school year.

- ✓ Simply bring in a CURRENT utility bill for that address

Scenario #2

The student has moved from the residence established last school year.

- ✓ The process requires **3** proofs of residency – at least 2 from Category A. The categories are listed on the right.

Category A

- Occupancy Permit
- Current Utility Bill (water, gas, sewer, or electric) – may use 1
- Lease
- Home Ownership Title or Deed
- Home Owner or Rental Insurance Bill
- Mortgage Statement
- Current Real Estate Tax Bill

Category B

- Current Paycheck Stub with address in District 201
- Documentation of TANF/Approval Letter from Nutrition Program & Support Services
- Driver’s License with address in District 201

The Residency Verification will take place during registration/book pick-up. Registration will take place in the Commons. Enter through the Foyer doors labeled “Entrance Only,” and follow the directional signs to the Commons. The first station will be Residency Verification and Schedule distribution. We also ask that each student and/or guardian complete the Enrollment Data Verification Form that will be given to you at the same time as your schedule. This form is one final check to make sure all information in our student management system is correct and up-to-date. All other stations will be clearly marked. Please note the information below for the days and times your class is scheduled.

Monday, 7/29/24	Seniors	11:00 a.m. – 7:00 p.m.	Commons/Cafeteria
Tuesday, 7/30/24	Juniors	11:00 a.m. – 7:00 p.m.	Commons/Cafeteria
Wednesday, 7/31/24	Sophomores	11:00 a.m. – 7:00 p.m.	Commons/Cafeteria
Wednesday, 8/7/24	All Student Make-ups	8:00 a.m. – 4:00 p.m.	C104
Thursday, 8/8/24	All Student Make-ups	8:00 a.m. – 4:00 p.m.	C104
Friday, 8/9/24	All Student Make-ups	8:00 a.m. – 4:00 p.m.	C104

OVER 

All students are reminded of the Class Drop/Change Procedure listed below. If you have concerns about your schedule please talk with your counselor. A list of counselors and assignments is provided below as well. **Only necessary class changes will be made: Summer School Attendance, Class Failures or Scheduling Mistakes.**

NAME OF CHANGE	DESCRIPTION	DEADLINE
Class Substitution	Changing one course for another	June 1 st
Class Addition	Adding a course where one does not exist	First day of school
Class Deletion	Removing a class from schedule and exchanging for a study hall	First ten days of a semester
Level Change	Move from one level to another level of the same course	First four weeks of school

Initials of Last Name	Counselor	Phone Number
A - D	Ms. McMurray	222-7648
E - J	Mr. Solomon	222-7671
K - P	Ms. Daniels	222-7644
Q - S	Mrs. Cryder	222-7646
T - Z	Mrs. Koeneman	222-7643
Social Workers –		
Freshmen: Mr. Crouthers 222-7616 Sophomores: Ms. Judge 222-7670		
Juniors: Mrs. Hanlon 222-7682 Seniors: Mrs. Hanusek 222-7673		

There are a few more items that you will need to attend to during registration/book pick-up:

- Student parking is available. The cost for a **parking permit is \$60.00**. Students must present a **valid Driver’s License and proof of insurance** to purchase a permit.
- Students have their own locker. Sharing lockers is prohibited. Students must provide their own locks. The bookstore sells locks for \$5.00 and you may purchase a lock at registration/book pick-up.
- If your son/daughter has medical needs or if you have questions about administering medicine or other health-related questions, please contact our school nurses at 222-7649.

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.

I challenge each Belleville West student to be their best and make our school better this year than it was the year before. Each of you has an opportunity to leave a lasting, positive mark on this great school. We will challenge you with a Rigorous and Relevant education. Your active participation will make all the difference! Enjoy the rest of your summer. Let’s have a great school year by doing it “The Maroon Way: Respectful, Responsible and Kind.”

Sincerely,

Dr. Malcolm Hill
Principal