



STEP 1:

Click [HERE](#) to complete the preregistration screens

- Send residency requirements into the school office either by email or fax.

PreK-4th grade students, please send to Candice: crice@wbsd113.org

5th-8th grade students, please send to Machell: mcroyle@wbsd113.org

Fax Number for both schools: 618-277-9786

- Watch your email for approval letter or an email from school secretary requiring additional information
- Finish on-line registration by proceeding to STEP 2

STEP 2:

- Click the link provided in your email to create a Teacherease password
- Select **“RETURNING Student Registration”** and check the box next to your student's name
- Read the Parent/Student Handbook
- Fill out the registration forms
- Print off any other pertinent information/forms



STEP 3:

Email or fax “other” required documentation to the school's office. (Required Documentation to complete registration - Residency paperwork, health paperwork, and fee schedule are on our website and on the online registration portal.)

School Contacts:

PreK - 4th - Candice: crice@wbsd113.org

5th - 8th grade - Machell: mcroyle@wbsd113.org

School Fax: 618-277-9786



STEP 4: Be sure you have included residency paperwork, required health paperwork, and paid fees (enclosed check or pay online).

Once you complete the registration, you will have the option to pay with a credit card.
(Please note there is a 2.9% transaction fee, plus a .30 fee per transaction to pay online.)

PLEASE NOTE: Wolf Branch reserves the right to request updated residency verification at any time. Affidavit situations require additional paperwork and are handled on a case by case basis. PLEASE contact the school office for information on affidavits.