



Park Forest – Chicago Heights School District 163

242 South Orchard Drive
Park Forest, Illinois 60466
Phone: (708) 668-9427
www.sd163.com

Caletha White Ed. D.
Superintendent

Dear Parent or Guardian:

District 163 is launching a new online enrollment process for the 2021-2022 school year. We are looking forward to working with your student to make this year successful and rewarding. The information below describes the enrollment process as well as the necessary documents that you will need to submit. Please note that there is a two-step process. **Parents are required to complete the online enrollment information prior to scheduling your in-person appointment. If you do not complete both steps, your child will not be registered for school. You will get the link to sign up for step two of the registration when you complete your online registration.** We have made every effort to keep the new process simple, convenient, and safe!

As you review this information, please keep in mind the following items:

- Returning Student Online Registration – The online student enrollment system is a secure and paperless process (<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduparkforestchil/seplog01.w>). Once online registration has been completed for returning students you must complete the second step and prove residency. You will receive information on when you are to submit your proofs through a link at the end of your online registration. **Your registration is not complete until both steps have been completed.**
- New Student Registration- All parents of incoming new students must complete the new student enrollment application (<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduparkforestchil/skyenroll.w>) and must submit all required student documents in order for enrollment to be processed and complete.
- Required Student Documents – District 163 requires the following enrollment forms and documents. Students will need to bring all required documents to their appointment to finalize enrollment. For specific dates and times, see the key dates list attached.

21st Century Preparatory Center
240 S. Orchard Drive
Park Forest, IL 60466
(708) 668-9490
Fax (708) 747-0261

Algonquin Primary Center
170 Algonquin
Park Forest, IL 60466
(708) 668-9200
Fax (708) 503-2267

Barack Obama School of
Leadership and Stem
401 Concord Drive
Chicago Heights, IL 60411
(708) 668-9100
Fax (708) 283-2358

Blackhawk Intermediate Center
130 Blackhawk Drive
Park Forest, IL 60466
(708) 668-9500
Fax (708) 481-0917

Mohawk Intermediate Center
301 Mohawk
Park Forest, IL 60466
(708) 668-9300
Fax (708) 748-9738

Michelle Obama School of
Technology and the Arts
530 Lakewood
Park Forest, IL 60466
(708) 668-9600
Fax (708) 503-2297

“Continuing to Build Positive and Effective Learning Communities”

REQUIRED STUDENT INFORMATION

- Illinois State Health Physical (*Kindergarten, 6th grade and new students to the District*)
- Immunizations/Shot Records

Completed Illinois State Health Physical - All kindergarten and 6th grade students must have a physical dated after January 1, 2021. The physical must be on the **Illinois Health Examination Form**; no other form will be accepted. The form must have a signature and stamp from the doctor, APN or clinic with the BMI and Diabetes Risk Assessment done. The health history portion of the form must be completed and signed by a parent/guardian. A copy of the form is available on our website.

Records of students Immunization/Shots - All immunizations must be up-to-date and obtained at the appropriate intervals.

Birth Certificate (New Students Only)

Transfer Documents from previous school: These documents include Illinois State Transfer Form (Not required if coming from out of state) and Final Report Card for 20-21 School Year.

- Divorce/Custody/Guardianship Papers/906 Placement Form (*if applicable*)

REQUIRED RESIDENCY PROOFS FROM PARENT/HOMEOWNER

Parents/guardians must provide documentation showing you live within the boundaries of your student’s home campus. You must provide four (4) current documents.

(1) of the following:	(2)of the following:	<u>PARENT</u> (<i>if not the homeowner</i>)
Driver’s License State or Other Photo ID	Current Lease (<i>with parent/guardian name and address</i>) Current Mortgage Statement/ Tax Bill And (Dated Within 30 Days) Electric Bill Gas Bill Water Bill	These are need from homeowner: Driver’s License (<i>with current address</i>) Proof (2) (<i>with current address</i>) Affidavit of Residency (<i>notarized</i>) Must be completed by both Homeowner and Parent of Student. Parent will need to provide 1 of the following document below and a driver’s license/state ID with homeowners address
(2) of the following: (<i>dated within the last 60 days</i>)		
	Pay Stub/ W2 Form Home/Renters Insurance Car Insurance Bank Statement Letter from DHS/ Medicaid	Pay Stub/ W2 Form Home/Renters Insurance Car Insurance Bank Statement Letter from DHS/ Medicaid

New Students who require special services, have an IEP or 504 plan must contact our student services department prior to completing new student enrollment. Please call 708-668-9434 or email studentservices@sd163.com

Key dates:

May 4, 2021	Online enrollment opens
June 30, 2021	Online enrollment portal closes
June 10 and 16, 2021	Daytime dates for student residency verification and Physical/Dental form submission from 8 am to 4 pm
June 17 and 22, 2021	Evening dates for student residency verification and Physical/Dental form submission 3 pm to 6:30 pm
July 12 and 21, 2021	Daytime dates for student residency verification and Physical/Dental form submission from 8 am to 4 pm
July 26 and 28, 2021	Evening dates for student residency verification and Physical/Dental form submission 3 pm to 6:30 pm
August 5, 2021	Deadline for physical and immunization records to the nurse's office. Dental forms are also accepted
August 20, 2021	First day of School