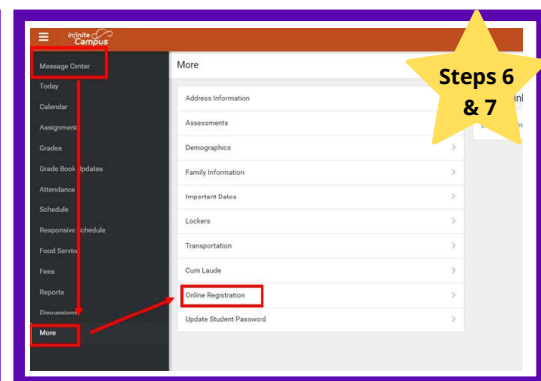
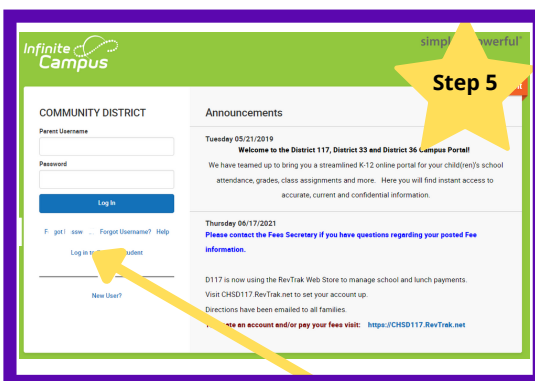
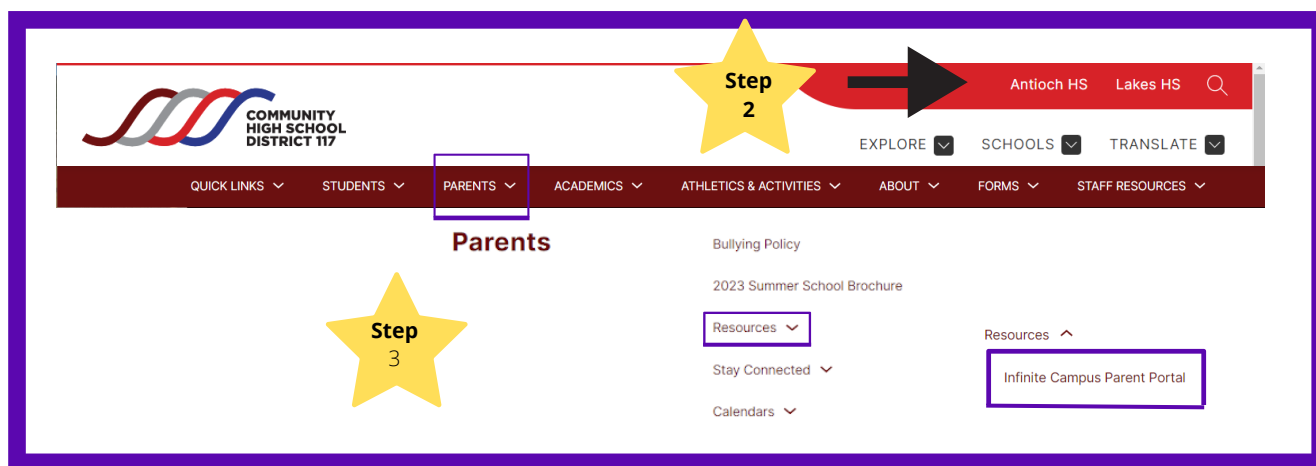


District 117 Student Online Registration Tips

START
HERE

- Step 1:** Visit the D117 website, www.chsd117.org
Step 2: Select your school (ACHS or LCHS)
Step 3: Select PARENTS > RESOURCES > INFINITE CAMPUS PORTAL
Step 4: Select CAMPUS PARENT
Step 5: Enter the parent/guardian's username & password
Step 6: At the bottom left of the Message Center - Select MORE
Step 7: Select ONLINE REGISTRATION
Step 8: Click Start next to 23-24 Existing Student Registration
Step 9: Click Begin Online Registration Button



We have links for "forgot password" or "forgot Username"
OR
Call the main office for assistance.

Forgot Username
or Password?

Infinite Campus Online Registration

* Indicates a required field

✓ Student(s) Primary Household ✓ Parent/Guardian ✓ Emergency Contact ✓ Student ▼ Completed

Your Enrollment is not complete until you submit your application by clicking the following button.

Submit

PLEASE NOTE: Information may be verified PRIOR to clicking SUBMIT. The application is not considered complete until you click SUBMIT. An email notification will be sent confirming receipt of the application.

Back

[Application Summary PDF](#)

Click the Submit
button

NOTE:
These must be green to
complete your
registration

FINISH
HERE

Tips

- Infinite Campus takes OLR data EXACTLY as entered and is Case Sensitive
- Enter dates as MM/DD/YYYY
- Enter phone numbers as xxx-xxx-xxxx
- YELLOW - Indicates that this person's required information needs to be reviewed. Select the highlighted row to continue.
- **If all of your students are not listed, please contact the registrar.**
- If a new window opens during your OLR, either close or minimize the window to return to the OLR. You must allow pop-ups.
- Only the parent/guardian listed in the PRIMARY HOUSEHOLD will be able to complete the registration.
- You must have at least one emergency contact.
- Emergency Contacts are not parents or guardians.
- Click SAVE/CONTINUE to save your progress and return to complete OLR at a later time.
- Uploads must be in .PDF (preferred) or .JPG format

Fields
marked
with a red
asterisk are
REQUIRED**

**Only those
notified by
email are
required to
verify
residency.**

**Sometimes it
appears your
OLR window has
disappeared.
Watch out for
windows that
open when you
click on links.**

Common missed asteriks

**Student Tab
FOR EACH STUDENT**

NOTE: check boxes that signify you have read a document must be checked AFTER you have completed "click here"

- CLICK HERE (read the State Law Requirements for physicals, immunizations, dental, and vision)
- CHECK BOX (I understand the State Law Requirements)
- CHECK BOX (I read and understand the Emergency treatment statement)
- Medications: you must select either no prescriptions or add medication
- CLICK HERE (review Handbook policies)
- CHECK BOXES (both student and parent must acknowledge they have read the handbook)
- CLICK HERE (review Network Agreement Policy)
- PESTICIDE NOTIFICATION (you must click on the link)

Things you CAN do during OLR

- Change phone # & emails
- Change preferences for how we contact you
- Request an address change & provide proof of residency
- Add a new parent/guardian
- Update Emergency Contacts:
add, delete, or change for name, phone, relationship, contact sequence

Things you CANNOT do during OLR

- Change name, birth date, birth gender
Please contact the Registrar
- Pay fees
You will be notified when the fee system is available in August
- View student schedules
Schedules will be available in August

Failure to provide documents by the first day of school may exclude the student from classes or participation in athletics & activities

Required Documents

Grade 9 & New Students:

- State of IL Certificate of Child Health Exam form with required vaccinations; include medical conditions and prescription medications taken
- Dental Form (9th grade)
- Eye Exam (new students to IL public school)

Grade 12:

- Meningococcal vaccine record

Questions?

Vicky Stevens, ACHS Registrar

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847-838-7640

Debi Thompson, LCHS Registrar

Debi.Thompson@chsd117.org

847-838-7306