

**SCHOOL CITY OF WHITING**  
**2020 – 2021 Summer Registration Information**

**Parents/Guardians must register ALL students - both  
CURRENT and NEW for the 2020-2021 School Year**

**Registration for students NEW TO THE DISTRICT:** Parents of students **NEW TO THE DISTRICT** must **pick-up a registration packet** at the school at which they are registering. Summer office hours 8AM to 2 PM (*or by appointment*). **Pick up can be from the time you receive this information until the official registration dates:** **NEW STUDENT ENROLLMENT REQUESTS CAN BE COMPLETED ONLINE, PLEASE VISIT OUR WEBSITE AT [WWW.WHITING.K12.IN.US](http://WWW.WHITING.K12.IN.US).**

**PHASE I - NEW STUDENT SUMMER REGISTRATION - Official Registration Dates:**

**Week of June 1<sup>st</sup> to June 5<sup>th</sup> 8:30 AM to 11:00 AM and 12:00 PM to 2:00 PM**  
**Week of July 6<sup>th</sup> to July 10<sup>th</sup> 8:30 AM to 11:00 AM and 12:00 PM to 2:00 PM**

**Steps to Completing Phase I of the New Student Registration:**

1. Complete your enrollment packet and Proof of Residency;
2. Bring your completed enrollment packet and proof of residency to the respective building (listed below) during the dates and times listed above.
3. Refer to the enrollment packet for requirements for Proof of Residency;

**Nathan Hale Elementary**  
1831 Oliver Street – Door 4  
**Kindergarten through 5<sup>th</sup> Grade**  
Main Number: 219-659-0738

**Whiting Middle School**  
1800 New York Ave. Door 17  
**6<sup>th</sup> through 8<sup>th</sup> Grade**  
Main Number: 219-473-1344

**Whiting High School**  
1751 Oliver St. – Door 23  
**9<sup>th</sup> through 12<sup>th</sup> Grade**  
Main Number: 219-659-0255

*This will complete Phase I - See Instructions for Phase II*

**PHASE II - SUMMER REGISTRATION – HIGH SCHOOL CAFETERIA - DOOR #10**

**Families with Last Names A – L      Tues. July 28, 2020 1:00 PM – 3:45 PM and 5:00 PM – 6:45 PM**  
**Families with Last Names M – Z      Thurs. July 30, 2020 1:00 PM – 3:45 PM and 5:00 PM – 6:45 PM**

**Purpose of Phase II Registration** - This registration is **MANDATORY** for ALL students, new to the district who **have completed Phase I of the registration and current returning students who have *not* registered on line and new non-resident students new to the district this year:**

1. Students must accompany parents to take I.D. Badge Photos – Students must wear a dress code-appropriate **SHIRT**. **Full dress code is not required (jeans, shorts or casual slacks are acceptable for registration).**
2. Students will receive grade assignments (for elementary) or class schedules (for middle and high school);
3. Parents must bring proof of residency (see reverse for required documents for proof of residency);
4. Lunch and textbook assistance applications are available on line ([www.whiting.k12.in.us](http://www.whiting.k12.in.us))
5. Payment of textbook fees and update student information;
6. Parents must bring current medical records and proof of immunizations;
7. All notarized forms must be signed by an Indiana Notary.
8. **All forms should be completed before registration and are available at: [www.whiting.k12.in.us](http://www.whiting.k12.in.us)**

**ON LINE REGISTRATION FOR CURRENT RETURN STUDENTS – ONLY** Dates for on-line registration are: **Friday, July 17<sup>th</sup> through Friday, July 24<sup>th</sup>** only if your child attended school last year and if your child was assigned an R.D.S PIN. Below are directions for registering on-line and paying student fees with a credit card:

Website for on-line registration: [www.whiting.k12.in.us](http://www.whiting.k12.in.us)

Print your receipt for on-line payment of fees and **bring that plus proof of residency** to your child's respective building office from **8 AM – 2 PM ONLY: on Wednesday, July 29<sup>th</sup> or Friday, July 31<sup>st</sup>**. Students need to wear a dress-code appropriate shirt for the student photo ID and will receive their schedules or classroom assignments.

**Once these steps are completed, you do not have to go through Phase II in the Cafeteria.**



### **PROOF OF RESIDENCY**

1. All Students **MUST** bring in proof of residency and be accompanied by a parent or a guardian.
2. **Acceptable proof of residency includes the following:**
  - a) Proof of home ownership/rental/other housing arrangement.
3. If your address **has not changed**, bring in a current utility bill: **A utility bill is considered current for the months of June, July, and August of 2020.**
4. If your address **has changed**, bring in proof of ownership through mortgage papers, property tax receipt, closing statement, or deed; or, if renting, bring proof of rental (must provide Form #1 of enrollment packet). All notarized forms must be notarized by an Indiana Notary.
5. If the family is living with relatives or other persons, an affidavit –attesting that the family is residing at the Whiting address—will be required from the person with whom the family is living (Forms #1 and form #2 of the enrollment packet). All notarized forms must be notarized by an Indiana Notary.
6. **Health Forms:** Health forms will be available online to be completed by the parents. The health form and a copy of the immunization record will need to be presented to the school staff at the time of the registration. Arrangements will be made for students with chronic health issues to see the nurse.
7. **Lunch/Textbook Assistance Applications:** These applications will be available online to be completed by the parents and returned to the school for processing. Parents must provide proof of income).

All forms are available on line at [www.whiting.k12.in.us](http://www.whiting.k12.in.us) and all notarized forms must be Notarized by an Indiana Notary.

**SCHOOL CITY OF WHITING**  
**2020 – 2021 Summer Registration Information**

**MANDATORY FOR ALL NEW NON-RESIDENT STUDENTS**

**HIGH SCHOOL CAFETERIA - DOOR #10 – 1800 NEW YORK AVE.**

Families with Last Names A – L    Tues.    July 28, 2020    1:00 PM – 3:45 PM    and 5:00 PM – 6:45 PM

Families with Last Names M – Z    Thurs.    July 30, 2020    1:00 PM – 3:45 PM    and 5:00 PM – 6:45 PM

This registration is mandatory for all students and will take place at the Whiting Cafeteria located at 1800 New York Avenue, Whiting – Door 10 inside the fenced parking lot. A team of staff members will greet and assist parents through the registration process. Below is a list of information you need to bring with you to registration:

1. **Students must accompany parents to take I.D. Badge Photos** – Students should wear a dress code-appropriate **shirt** for the I.D. Photo. Full dress code is not required; students can wear jeans, shorts or casual slacks to registration.
2. **Students will receive class schedules or grade assignments** – Elementary students will receive their grade assignments and the high school and middle school students will receive class schedules.
3. **Parents must bring proof of residency to registration:**
  - a) If your address **has not changed** - bring in a current utility bill: A **current** utility bill is considered current for the months of **June, July and August of 2020**.
  - b) If your address **has changed** - bring in proof of ownership through mortgage papers, property tax receipt, closing statement or deed; or if renting, bring proof of rental: (you must provide **Form #1** from the Enrollment Packet). All notarized forms must be notarized by an Indiana Notary.
4. **Lunch and textbook assistance applications will be available on-line and at registration;**
5. **Payment of textbook fees and updated student information will be received;**

*All forms should be completed before registration and are available at: [www.whiting.k12.in.us](http://www.whiting.k12.in.us)*

**Questions pertaining to registration can be directed to the following school offices:**

**Nathan Hale Elementary**

1831 Oliver Street – Door 4  
**Kindergarten through 5<sup>th</sup> Gr.**  
Phone: 219-659-0738  
Fax: 219-473-1343

**Whiting Middle School**

1800 New York Ave. Door 17  
**6<sup>th</sup> through 8<sup>th</sup> Grade**  
Phone: 219-473-1344  
Fax: 219-473-4017

**Whiting High School**

1751 Oliver St. – Door 23  
**9<sup>th</sup> through 12<sup>th</sup> Grade**  
Phone: 219-659-0255  
Fax: 219-473-1341

**Summer Office Hours - 8:00 AM to 2:00 PM (or by appointment)**