

# PCHS Registration 2020



Online  
Registration  
Opens July 13  
[www.pekinhigh.net](http://www.pekinhigh.net)

- Forgot your Password?** Click on the "forgot password" link on the login screen.
- Having other Skyward Issues?** Email [skywardinfo@pekinhigh.net](mailto:skywardinfo@pekinhigh.net) or call 477-4224.
- General Registration Questions?** Email [pchsregistration@pekinhigh.net](mailto:pchsregistration@pekinhigh.net) or call 477-4215.
- Summer Principal's Office Hours:** Monday – Thursday 7:30 a.m. – 4:00 p.m.

## IMPORTANT DATES

- **July 13 through August 4:** Online registration for ALL 9-12 grade students is open at [www.pekinhigh.net](http://www.pekinhigh.net). If you need to use a computer, we will have several available in the Principal's Office during office hours.
- **9<sup>th</sup> and 12<sup>th</sup> grade paperwork turn-in dates –CANOPY ENTRANCE:**
  - \*July 16 1:00 p.m. – 4:00 p.m. (\*Free Dental Exams)
  - \*July 23 8:00 a.m. - Noon (\*Free Dental Exams)
    - o Incoming 9<sup>th</sup> grade parents may drop off birth certificate, physical/immunization, dental exam, and residency and custody paperwork.
    - o Incoming 12<sup>th</sup> grade parents may drop off the MCV shot documentation, but there will also be an option to scan this in as part of online registration.
    - o PE Clothes/locks available for purchase.
- **August 3 & 4 – In-person registration – CANOPY ENTRANCE:**
  - \*August 3 4:00 p.m. – 7:00 p.m. (No Dental Exams)
  - \*August 4 8:00 a.m. – 11:00 a.m. (No Dental Exams)
    - o If you have NOT registered online, or if you still need to turn in paperwork, you MUST register in person this day. **There is no need to come on this day if you have registered online and have turned in all paperwork.**

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- **August 6:**
    - o ***\*As an incentive, students who have completed online registration, paid any outstanding fee balances from prior years, and turned in all required paperwork by August 4th, will have their schedules released early via Skyward on August 6th.***
  - **August 12:**
    - o Student schedule release **ONLY** for students who have completed online registration, paid any outstanding fee balances from prior years, and turned in all required paperwork. Please check your Skyward account for outstanding fee balances from prior years.

## All of the following are included in online registration:

- Current contact information, including primary and emergency contact emails and phone numbers.
- Required forms (ex. Home Language Survey, AUP form, race/ethnicity, and others)
- Free/Reduced lunch application
- Fee payment
- Bus rider verification – Bus passes (stickers on the backs of student ID's) will be distributed within the first few days of school.
- Student parking passes – required of all students who drive a car to school at any time.

## Grade-Specific Registration Information

Incoming 12<sup>th</sup> grade students:

- MCV (meningococcal vaccine) documentation: May turn this in to the Principal's Office OR scan and attach during online registration. **Our nurse MUST have this document for you to start school in the fall.**

Incoming 10<sup>th</sup> and 11<sup>th</sup> grade students:

- If you have not yet taken Driver's Ed. 2 and have passed Driver's Ed. 1, you may sign up for this as part of online registration.

Incoming 9<sup>th</sup> grade students:

**You MUST bring the following items to the Principal's Office on one of the following dates/times:**

**July 16 (1-4pm), July 23 (8am-noon), August 3 (4-7), or August 4 (8-11)**

- Copy of certified birth certificate
- Dental Exam: \*Free Dental Exams July 16th (1-4pm) and July 23 (8am-noon).
- Physical
- Updated immunization Records (including Tdap, 2 Varicella, and Meningococcal)
- Custody paperwork (1 school form and any applicable documentation)
- Residency paperwork (4 total forms):
  - o **ONE** copy of mortgage bill, title, taxes or lease agreement. This MUST have a parent/guardian's name on it. If the parent does not own, rent, or lease, then the "Landlord in Lieu of Lease" or "Living with District Resident" form must be completed.
  - o You **ALSO** need to bring **THREE** copies of bills that you have received in the mail that have the parent/guardian's name and current address.

**The rest of 9<sup>th</sup> grade registration is online.**

**9<sup>th</sup> graders CANNOT begin school until ALL of the forms above have been received.**

**Bus Riders:**

- Verify your bus stop in online registration. Students will pick up bus passes within the first few days of school if they live outside of 1.5 miles of school. If you live *within* 1.5 miles, contact the BFO for information about purchasing a pass.
- Bus stops will also be on [www.pekinhigh.net](http://www.pekinhigh.net) and posted on the Principal's Office doors on August 13.

