

## D303 Parent Guide to Online Registration

The purpose of this guide is to provide parents/guardians with step-by-step instructions to assist with completing online registration. If you have any questions that are not addressed here, please contact your school office.

**1** Go to [district.d303.org/returning-reg](https://district.d303.org/returning-reg)

Click the red button labeled **Annual Student Registration Update** Form at the top of the page.

On the login screen, enter your Home Access Center (HAC) Username and Password.

*If you do not know your HAC Username or Password, please contact your school office.*

Click **Sign In**.

Preferred language selection is available in the lower right-hand corner of each page.



**2** Once logged in, you will be prompted to select a student. Select the button to the right of the student you are registering.

*If you have multiple students in the district, you will be prompted to select another student at the completion of each form.*

Your student's current grade and school will be reflected throughout online registration. This information will be automatically changed in July.

**3** On the *Address Confirmation* page, you declare that residency documents previously provided to District 303 are still true and accurate.

*Falsification of residency information is a Class C Misdemeanor punishable by law.*

Prefilled information on this page cannot be changed by guardians.

If you need to make a change to any information contained on this page, ***you must exit the form and contact the school office.***

This includes if you

- have moved from the address listed,
- have an expired/expiring lease, or
- are registered with a residency affidavit.

The updated residency documentation ***must*** be provided to the school office before completing the form.

Once the information has been reviewed and determined to be accurate, check the confirmation box at the bottom of the page, then click Next to continue.

The screenshot shows the 'Address Confirmation' page. At the top, it says 'I, [Name] declare that my child physically resides at the following address(es):' followed by a text input field. Below this, there is a large block of text explaining the requirements for residency in St. Charles Community Unit School District 303, including a declaration of truthfulness and a warning about falsification. It also mentions the Illinois Education for Homeless Children Act. At the bottom, there is a confirmation box with a radio button and the text: 'By checking this box to continue, I am confirming that the address above is correct.' This box is circled in red. To the right of the page, there is a blue 'Next' button, also circled in red.

**4** The *Residential Status* allows schools to maintain accurate unexpired lease information. *The answers auto-fill based on previous responses.* Click a button to change the selection if needed and follow the displayed instructions.

The *Military Children Information* helps identify Illinois military families. Answering these questions will help schools get U.S. Department of Defense assistance for children whose parent/guardian serves in the military, National Guard or Reserve.

*The answers auto-fill based on previous responses.* Click a button to change the selection if needed.

Once all the information has been verified, click Next.

The screenshot shows two sections of the form. The first section is 'Residential Status' with three radio button options: 'Own', 'Rent/Lease' (which is selected), and 'Other'. Below these is a 'Rent/Lease End Date' field with a date picker. A yellow warning box states: 'If you rent/lease and the lease date is not current or is blank, please contact your school registrar and provide a current lease.' A pink instruction box says: 'If your residential status changed, for example from rent/lease to own, please contact your school registrar to provide current documentation.' The second section is 'Military Children Information'. It contains a blue informational box about military families. Below are two questions with radio button answers: 'Does this student's parent or guardian serve in the military, including National Guard or Reserve?' (with 'Yes' and 'No' options, 'No' is selected) and 'Is the parent or guardian currently serving on active duty or expected to be deployed this year?' (with 'Yes' and 'No' options, 'No' is selected). Both answer areas are circled in red.

## 5 Student Directory Annual Notice & Photo/Video Use

By default, the boxes are not checked, allowing the school to publish the corresponding information when appropriate.

**Only check a box if you DO NOT want the school to publish the corresponding information.**

When done reviewing the information and making any selections, click Next.

### Student Directory Annual Notice & Photo/Video Use

In accordance with ([Board Policy 7:340](#)), Student Records, and federal and State laws and regulations, the District may release certain directory information regarding students as permitted by law to the general public without notice or parent/guardian consent unless the parent/guardian chooses to opt out of the release of directory information. The District has designated the following as directory information:

- 1. Student name
- 2. Student address
- 3. Parent(s)/guardian(s)' names, addresses, email, phone

Please note: No student social security number, student identification number, or other unique student identifier can be designated as directory information. No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated, and written consent of the parent or student, as applicable. No image on a school security video recording shall be designated as directory information.

**Only check if you do not want the information to be published**

- ☐ Do not share student name
- ☐ Do not share student address
- ☐ Do not share parents' name, address, email and phone

Pictures and video/audio recordings of students and student work may be taken by school staff members, other students, and other individuals authorized by a D303 administrator while students are at school or a D303/school-related activity such as in a classroom, at an academic and/or athletic event. D303 uses these pictures and video/audio recordings, and may identify a student by name and identify the school a student attends, in various non-commercial D303/school publications, including yearbooks, newsletters, promotional and recognition materials, websites, and social media.

- By leaving this box unchecked, you acknowledge D303 can use my student's picture and video/audio recording as described above.
- By checking this box, D303 cannot use my student's picture and video/audio recording as described above

- ☐ Do not share student photo/video

## 6 Community Unit School District 303 is requesting all transportation-eligible families to complete a brief survey to support route development and efficiency.

Students eligible for transportation reside:

- at a distance of one and one-half miles or more from their assigned school, or
- when living within one and one-half miles of their assigned school a safety hazard exists due to either vehicular traffic or rail crossing or a course of pattern of criminal activity, as defined in the Illinois Streetgang Terrorism Omnibus Prevention Act.

If you are eligible for transportation, choose whether your child will require morning and/or afternoon bus services, if at all.

### ANNUAL STUDENT REGISTRATION UPDATE

#### Transportation for Eligible Students

Students eligible for transportation reside: (1) at a distance of one and one-half (1.5) miles or more from their assigned school, or (2) when living within one and one-half miles of their assigned school a safety hazard exists due to either vehicular traffic or rail crossing or a course of pattern of criminal activity, as defined in the Illinois Streetgang Terrorism Omnibus Prevention Act.

Due to boundary changes, eligibility for transportation from your residence may change from previous years. Completing this survey does not guarantee transportation.

Some parents/guardians of Transportation Eligible Students may choose to transport their child(ren) to and/or from school **every day of the week** instead of placing them on the school bus. Whether or not you intend to use District 303 bus services for 2024-2025, please select from the options below (select all that apply):

- ☐ My child requires morning (AM) bus service
- ☐ My child requires afternoon (PM) bus service
- ☐ My child will not be utilizing CUSD 303 bus services

If your student needs bus service on some, but not all, days please select the option(s) indicating that your student requires bus service. Only select option three above if your student does not need bus service. Please note that selecting option three above, does not keep your student from future ridership. If your circumstances change and you need transportation services, please notify the transportation department with at least 3 school days' notice. This helps us to ensure all stakeholders are aware of any AM/PM routing selection changes with sufficient notice to adjust routes accordingly.

**YOUR SELECTIONS WILL RESET AT THE END OF THE SCHOOL YEAR AND THIS SURVEY WILL BE REISSUED DURING NEXT YEAR'S REGISTRATION PERIOD**

Back Next

## 7

The *Annual Student Registration Update* includes required notices and links to additional information and accountabilities. By continuing, you acknowledge you have read and understand the information provided, both directly on the page and via the links.

*The Student Handbooks and District Discipline procedures are to be reviewed with students. A link is provided in the form for ease of access. **By checking the box, you acknowledge that you understand students will be held accountable for their behavior and will be subject to the guidelines and disciplinary consequences that are outlined.***

District 303 has entered into an intergovernmental agreement with the St. Charles Public Library, whereby District students who do not reside in the library district will be able to have access to library resources. *Please respond to each question by selecting Yes or No.*

High School students will have an additional consent for *Participation in College Planning Options*. Once all the information has been reviewed, and appropriate selections are made, click Next.

**ANNUAL STUDENT REGISTRATION UPDATE**

**Field Trips**

From time to time we may take educational field trips in the surrounding area. **You will be notified before each trip.**

**Parent/Student Acknowledgement of Student Handbook**

☐ By checking this box, I understand that all students will be held accountable for their behavior and will be subject to the guidelines and the disciplinary consequences outlined in the [student handbook and discipline procedures](#).

**St. Charles Public Library**

Community Unit School District 303 has entered into an intergovernmental agreement with the St. Charles Public Library, whereby District students who do not reside in the library district, will be able to have access to library resources.

I give permission to District 303 to share my student's and my name, address, phone, email and grade level with the St. Charles Public Library, so that my child can have a library card. ☐ Yes ☐ No

I agree to assume responsibility for all library materials in the event they are lost, damaged, or stolen. ☐ Yes ☐ No

**Participation in College Planning Options Consent**

Your child will participate in the PSAT/SAT School Day assessments throughout their high school career. The purpose of this form is to explain the information your student will be requested to provide and the options available to your student related to their free SAT score sends, Student Search Service®, and the student questionnaire.

[View Form](#)

I do give permission for my child to opt in to Student Search Service® and to participate in the student questionnaire. ☐ Yes ☐ No

[Back](#) [Next](#)

## 8

Parents and students are asked to verify receipt and understanding of the *Chromebook Expectations and Network Access* policies.

*Web Resources and Student Online Accounts* are utilized in many classrooms. In keeping with Internet Safety Protocol, parents/guardians must grant permission for students to sign-up for any account which requires a student to enter personal information online. *Please review the information and indicate consent for your student to utilize these resources by selecting YES or NO.*

Click on the links in each section to view the referenced document. When finished, type your name in the designated fields as your online signature.

Students must type their names in designated fields as their online signature. These documents are also available on the District website and in your school office.

Once entered, click Finish.

**ANNUAL STUDENT REGISTRATION UPDATE**

**Network Access & Chromebook Expectations**

I have read the District's [policy regarding Access to Electronic Networks](#) and understand that failure of any student to follow the terms of this policy and administrative procedure will result in the loss of privileges, disciplinary action and/or appropriate legal action.

I have read the rules and guidelines regarding [Chromebook Expectations](#).

**Web Resources and Student Online Accounts**

In keeping with Internet Safety Protocol, parents(s) and/or guardian(s) must grant permission for their student to sign-up for any account which requires a student to enter personal information online. If permission is not granted, then the student will complete an alternative assignment. Students using an approved website as part of their classroom learning will be expected to follow established classroom and school expectations for acceptable use and behavior, whereby misuse is identical to classroom rules for behavior except not bound by time of day or location.

Links to these sites, the data collected from students, and more information about the approval process can be found at: [D303 Internet Safety](#)

I do give permission for Reese Kyle to sign-up for an account for district approved resources for the entire year. ☐ Yes ☐ No

Please type your names below to indicate your acceptance of all of the previously stated agreements.

Parent/Guardian Signature

Student Signature

[Back](#) [Finish](#)

9

Thank you for completing the Annual Student Registration Update form. *You may print this confirmation for your records.*

Fees will be billed in PushCoin July 8.

**NOTE: To be fully registered fees must be paid.**

Early bird discounts will apply for payments made on or before July 31

Select *Return to list of students* to return to the drop down menu if you have more than one child to register. If you have completed the Annual Registration update for each of your children, you can close out of the form.

ANNUAL STUDENT REGISTRATION UPDATE

**Thank you!**

You have successfully registered [redacted] for the 2024-2025 school year.

[Print this confirmation for your records](#)

**Please note:**

- The PushCoin student financial system will open on July 8th for registration fee payments.
- To be fully registered **fees must be paid.**
- Early bird discounts will apply for payments made prior to August 1st.

[Learn more](#) about Home Access Center, Pushcoin, and Finals site.

[Return to list of students](#)