

REGISTRATION 2017-2018

RETURNING STUDENTS

To complete the 2017-18 Registration Process, please complete the steps below.

STEP 1 - Online Registration Information

- Complete the Online PowerSchool Registration Process.
- Online Registration will be open beginning July 14, 2017.
- See attached step-by-step directions.

STEP 2 - Fee Payment

**If you already have a MySchoolBucks account, skip to #2 below.

1. For new accounts - set up your MySchoolBucks account for school fees.
2. Fee Payment may be paid online through MySchoolBucks or at Walk-In Registration.
3. See attached information and step-by-step directions.
4. NOTE: School Fee payments and Meal Account payments are accessed in separate tabs in your MySchoolBucks account.
5. You will receive an email when an invoice is issued to pay your school fees.

STEP 3 - School Support Organizations

- Review the School Support Organizations Packet.
- Please bring the completed documents to your selected registration date.
- NOTE: Beginning in the 2017-2018 School Year, donations will not be accepted as part of school fees payment. Separate donation payments for each organization will be required.

STEP 4 - Walk-in Registration

- Attend Walk-In Registration.
- Attendance is required at only one date.
- Please bring the required residency documentation and any required paperwork to walk-in registration.

Walk In Registration Information

Grades	Day/Date	Time	Location
Pre-K through 5 th Grade	Tuesday, July 18, 2017	2 – 8 pm	Schiesher Elementary School
Pre-K through 5 th Grade	Thursday, July 27, 2017	2 – 8 pm	Tate Woods Elementary School
Pre-K through 8 th Grade	Tuesday, August 8, 2017	2 – 5 pm, 6 – 8 pm	Lisle Jr. High School (All Grades PreK-8)
9-12 Grade	Tuesday, August 8, 2017	8 am – 12 pm	Lisle High School
9-12 Grade	Wednesday, August 9, 2017	8 am – 12 pm	Lisle High School
9-12 Grade	Thursday, August 10, 2017	4:30 – 7:30 pm	Lisle High School
6-8 Grade Late Registration	Monday, August 14, 2017	1 – 3 pm	Lisle Jr. High School

1. RESIDENCY DOCUMENTATION

CATEGORY I (One document required – choose for homeowner or renter*):

**If you are not occupying a residence within the boundaries of the Lisle School District when you enroll your child, Board of Education Policy requires payment of one semester of tuition until occupancy occurs. The unused portion of the tuition will be refunded upon presentation of proof of occupancy. Please call the District Office at 630-493-8000 for further information.*

FOR HOMEOWNERS

- Original Mortgage Statement that includes the address and homeowners name – I.E. Deed, Closing Settlement Statement, or most recent Mortgage Statement

or

- Real Estate Tax Bill – most recent which identifies the address and homeowner’s name – Form 1098, tax statement from DuPage County Property Lookup website:
<http://www.dupageco.org/PropertyInfo/PropertyLookUp.aspx>

or

- Property Sales Agreement that includes the address and homeowner’s name.

FOR RENTERS

- Signed** and Dated Lease – Dates must be within the current 2017-2018 school year. (High School Only - Student’s name must be on lease.)

FOR THIRD PARTY RESIDENTS

- Most recent real estate tax bill or lease agreement
 Signed and Notarized Affidavit of Residency (Third Party Resident – the person whom the parent/guardian and student lives with).

CATEGORY II (Photo ID)

- Driver's License
 State Identification Card
 Passport

CATEGORY III (One document required showing name and proper address from within the last 60 days)**

- Utility Bill (Gas, Water, Electric Bill - **Phone Bills are *not* accepted)
 Auto Insurance Card
 Checking Account or Bank Statement
 Gas, Water, or Electric Bill (No Phone Bill)
 Home/Apartment Insurance Paper
 Public Aid Card

2. Payment of Fees

- In full at the time of registration

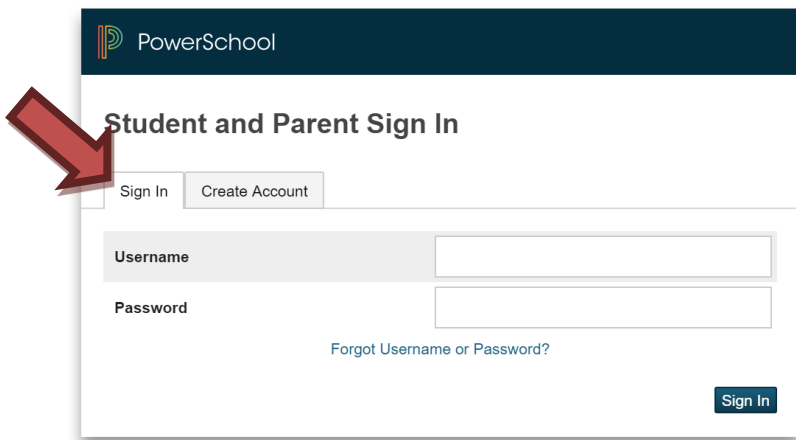
****Residential Custody** – If there is a change in custody from the previous year, legal documentation must be supplied along with residency requirements

Returning Student Registration ONLINE REGISTRATION INFORMATION

LISLE COMMUNITY UNIT SCHOOL DISTRICT 202

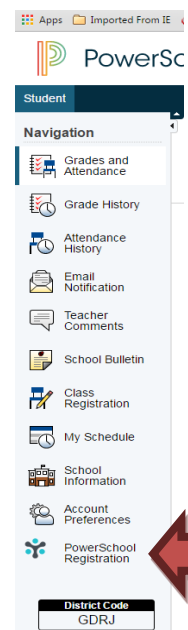
Steps to Register Online

- All On-line Registration will be completed through the PowerSchool Parent Portal found on the district website www.lisle202.org. Click the PowerSchool Parent Portal button located in the “QUICKLINKS” list in the top right corner of the page.



The screenshot shows the PowerSchool login interface. At the top, there is a dark blue header with the PowerSchool logo and the text "PowerSchool". Below the header is a white box titled "Student and Parent Sign In". Inside this box, there are two buttons: "Sign In" and "Create Account". Below the buttons are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A blue "Sign In" button is positioned at the bottom right of the sign-in area. A large red arrow points to the "Sign In" button.

- Log in to your PowerSchool Parent Account by clicking on the Sign In Tab
- Scroll down and click on the PowerSchool Registration button on the left menu.
- A pop up box will appear called “Terms and Conditions Must Be Over the age of 13”. Select the “Accept Conditions” box and then select the OK button.
- Select “Annual Student Registration Form”.
- Complete all required fields and select “Enter” when finished.



Registration EARLY CHILDHOOD THROUGH 8TH GRADE FEE INFORMATION

LISLE COMMUNITY UNIT SCHOOL DISTRICT 202
2017-2018

The basic registration fees for the 2017-2018 school year are listed below. Additional Fees are also shown below.

- Payment will be accepted at walk-in registration by cash, check, credit card or submit payment online with your credit card
 - Visa, Mastercard, Discover and e-check accepted via MySchoolBucks
- Please make checks payable to Lisle Community Unit School District 202

Required Fee**Books/Supplies Fees**

Half-Day Kindergarten/ Early Childhood/Pre-Kindergarten	\$ 70.00 (includes \$25 Technology Fee)
Grades 1-2/ Full-Day Kindergarten	\$ 120.00 (includes \$25 Technology Fee)
Grades 3-5	\$ 139.00 (includes \$25 Technology Fee)
Grades 6-8	\$ 212.00 (includes \$50 Technology Fee)

Optional Fees – Grades 6-8 ONLY

Yearbook	\$ 25.00
Band Instrument Rental	\$ 43.00
Gym Shirt	\$ 9.00
Gym Shorts	\$ 12.00

Dear Parents/Guardians,

In an effort to provide our families with convenient access to our fees payment system, Lisle District 202 now has an online payment option using MySchoolBucks. This new system will allow you to submit fee payments as well as purchase ancillary items such as gym uniforms.

How does online payment work?

1. Enroll and activate your account to submit online payments. Please see attached directions for how to set up your account. NOTE: You must have an ACTIVE MySchoolBucks account in order to participate in the online payment system.
2. Once your account is active, you will receive an email when school registration fees are invoiced. NOTE: Please make sure your email address is accurate.
3. Log in to your MySchoolBucks account to submit payment. Visa, Mastercard and Discover are accepted.

Will there be a fee for using this system?

No, there will be NO FEE for utilizing online payment through MySchoolBucks for school fees.

Are other items available in MySchoolBucks?

A Web Store is also included in this system which allows users to purchase gym uniforms and other additional items provided by the schools. Each school will determine which items will be included in the Web Store.

What if I don't want to pay my registration fees online?

Cash and check will still be accepted at the Registration dates.

Is this the same as my lunch account in MySchoolBucks?

No. Your MySchoolBucks lunch account is a separate account. You will still need to add funds to your student(s)'s lunch account(s).

How do I un-enroll from MySchoolBucks?

If you no longer have a student in the district and would like to deactivate your account, please follow these steps:

1. Log in to your MySchoolBucks account
2. Go to User Profile
3. Click the Edit button next to your username
4. Select "Close My Account"

If your account still has a balance, email Marilyn Buccholz at mbuchholz@lisle202.org and state that you no longer have a student in Lisle 202 schools and would like to close out your MySchoolBucks account. Once a refund has been processed, you will be contacted and then you can permanently close your account.

MYSCHOOLBUCKS ACCOUNT SET-UP INSTRUCTIONS

LISLE COMMUNITY UNIT SCHOOL DISTRICT 202

Step 1 Go to myschoolbucks.com.

- If you have an existing MySchoolBucks account for student lunches, sign into your account and skip to **Step 8**.
- If you need to create a MySchoolBucks account, follow all the steps below.

Step 2 Sign Up for a MySchoolBucks Account.

Login to your account

Username / Email

Username / Email is required

Password

Password is required

Remember my ID

LOG IN

[Forgot your username or password?](#)

[Don't have an account? Sign up today!](#)

REMINDER

You will need your student's ID number to create an account!

Step 3 Enter the required information and click Create account when finished.

Sign Up

Search for your district by state or province

Illinois

Lisle CUSD 202

First Name

Last Name

Mobile Phone Number

Enter your mobile phone number and check the *Allow MySchoolBucks to send me text alerts at my request* box to receive important account information (e.g. password reset) via text message.

() -

Allow MySchoolBucks to send me text alerts at my request.*

*Message and data rates may apply. Text HELP to 58864 for help. Text STOP to 58864 to cancel. Terms of Service | Privacy Policy

Email Address

Step 4 Add your students by selecting Continue to add a student.

Your user profile was created successfully.

CONTINUE TO ADD A STUDENT

Step 5 Select your state/County and select Lisle CUSD 202.

Step 6 Add Student Name and ID number and select search for student.

Add Student

To add a student to your account please enter their name and identifying information.

Lisle CUSD 202

- Select School -

Note: if your child attends school in a different school district please use the district selector at the top of the page to switch.

First Name

Last Name

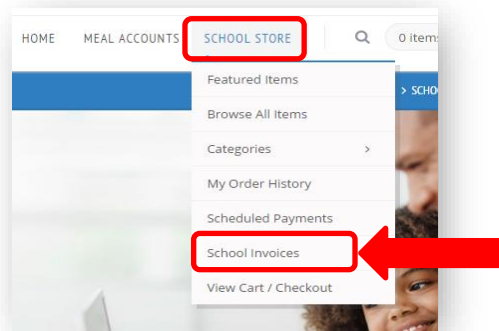
Student #

Step 7 You will receive confirmation that your student was added.

The student you selected has been successfully added to your household.

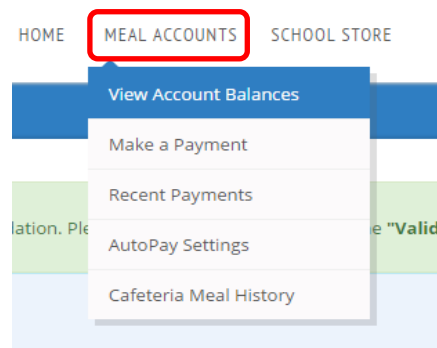
ADD ANOTHER STUDENT FINISH

Step 8 Once your account is activated, pay your invoice by selecting School Invoices from School Store Drop down.



LUNCH ACCOUNTS

To set up, view account balances or add funds to your student(s)'s lunch accounts, select from Meal Accounts drop down menu.



Questions? Contact Marilyn Buchholz at:
mbuchholz@lisle202.org or 630-493-8016.