

Hawthorn School District 73
841 West End Court • Vernon Hills, Illinois 60061
Phone (847) 990-4200 • Fax (847) 367-3290
www.hawthorn73.org

Registration at Hawthorn District 73 requires both an in-person and online process.

A parent or guardian must visit the District Office in person to begin the registration process by providing:

- Original Certified Birth Certificate (*hospital or baptismal certificates cannot be accepted*)
- Residency Verification documents (*form included which outlines documentation requirements including photo identification and two proofs of occupancy for an in-district residence*)
- Completed Student Information Forms (*included*)
- ALSO, at this time you are welcome to turn in any medical/dental/vision exam forms, legal documentation regarding child custody, orders of protection or other court directed matters; etc.

1. Go Online:

Complete the online portion of registration via the PowerSchool Parent Portal.

Computers and assistance are available at District Office.

The online process requires you to provide 2 emergency contacts as well as doctor information.

Online registration must be completed to place a student in classroom.

2. Pay fees

Fees are due at time of registration (see form attached)

District Office accepts credit/debit card, cash or check made out to Hawthorn District 73.

3. Visit your healthcare providers for physical, dental and vision exams:

Completed forms should be turned in to your School Nurses Offices or the District Office before school starts. Please check the guidelines included in this packet to confirm which applies to your child's grade level. If forms are not complete by October 15, the state requires that students be excluded from school.

Thank you for your support as we complete the enrollment process.

Please note that until the online portion is completed, we cannot place your student in a classroom.

We look forward to working with you and your child.

Welcome to Hawthorn!

Hawthorn School District 73

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The State of Illinois requires that schools have specific health-related documents on file for your child. **State law requires that students who do not have appropriate documents file within 30 days or by October 15 be excluded from school.** Most forms require the signature of a doctor and parent. Please keep copies of all records for your own files. Forms may be downloaded from www.hawthorn73.org/health.

Students Transferring from a School Outside of Illinois

- Illinois Certificate of Child Health Exam/Immunization Report (Less than a year old)
- Illinois Eye Examination Report
- Illinois Proof of School Dental Examination

If interested in participating in extracurricular athletics provided through the Middle Schools ...

- IESA Pre-participation Examination (Sports Physical)

Students Transferring from Another Illinois Public School

- IL Certificate of Child Health Exam/Immunization Report (less than a year old)

If entering kindergarten, Grade 2 or Grade 6 ...

- IL Proof of School Dental Examination

If entering Kindergarten

- IL Eye Examination Report

If interested in participating in extracurricular athletics provided through the Middle Schools...

- IESA Pre-participation Examination (Sports Physical)

Students Entering School at Kindergarten (or Grade 1)

- IL Certificate of Child Health Exam/Immunization Report
- Childhood Lead Risk Assessment Questionnaire
- IL Eye Examination Report
- IL Proof of School Dental Examination

Continuing Students Who Must Provide Updated Forms

If entering Grade 7 or 8 ...

- Proof of TDAP vaccination

If entering Grade 6 ...

- IL Certificate of Child Health Exam/Immunization Report (with proof of TDAP vaccination)

If entering Grade 2 or Grade 6

- IL Proof of School Dental Examination

Students with specific health concerns should also alert their school nurse and complete the appropriate health management forms, which are available at www.hawthorn73.org/health or from your school nurse.

Hawthorn School Nurses:

Elementary North: Lisa Sweeney, 847-990-4515

School of Dual Language: Elizabeth Finato, 847-990-4915

Elementary South: Francie Mundrane, 847-990-4815

Hawthorn Middle North: Janet Howard, 847-990-4415

Aspen Elementary: Dawn Wallis, 847-990-4315

Hawthorn Middle South: Lora Jacobs, 847-990-4118

Townline Elementary: Susan Spinell & Dena Marenholz, 847-990-4914

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FOR OFFICE USE ONLY

Proof of Res. Verification

YES NO

Approved: _____

Date: _____

Entered in PS

Residency Verification Form

Student Name: _____ School: _____ Grade: _____

An adult parent/guardian registering a child in District 73 is requested to provide one piece of documentation related to each of the three major areas outlined below:

- 1. Photo Identification
- 2. Proof of Residence in District 73
 - Homeowners:** Provide current monthly mortgage statement (or recent closing papers) with parent/legal guardian's name and address, most recent property tax bill, or copy of deed.
 - Renters:** Provide properly executed lease agreement with parent/guardian's name and address listed as renter, and signature page including name, address and telephone number of landlord for verification purposes. Lease expires: _____
 - Others:** When a parent/guardian is not the owner or leaseholder of the property in which the student resides, provide a notarized *Residency Attestation Form* completed by the owner or leaseholder of the property.
- 3. One Additional Document Showing Name and Address
 - Current utility bill - water, electric, gas, telephone, TV/cable
 - Current homeowner or renter insurance policy statement
 - Vehicle registration
 - Voter Registration Card

State Law (105 ILCS 5/10-20.12b, 105 ILCS 5/14-1.11a) requires that students attending District 73 be bona fide residents of the District. Generally, to be a bona fide resident, a student must live with a parent or guardian who resides within the District. Any person who knowingly enrolls or attempts to enroll in the schools of a school district on a tuition free basis a pupil known by that person to be a nonresident of the District or any person who knowingly or willfully presents to any school district any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend any school in that district without the payment of a nonresident tuition charge shall be guilty of a Class C misdemeanor. Anyone who knowingly or willfully provides false information shall be referred for criminal prosecution.

IMPORTANT: District 73 may require any student to prove residency at any time.

Signature: _____ Date: _____
Parent/Legal Guardian/Legal Custodian

Address: _____

Home/Cell Phone(s): _____ Work Phone(s): _____

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RELEASE OF RECORDS

This form will be submitted to the school where records/confidential information are presently on file. To assist in the prompt and efficient transfer of your child's educational records, please provide all of the information requested below.

Name of Previous School: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

In accordance with the Family Education Rights and Privacy Act of 1974, I hereby authorize the release of all records (permanent and temporary) regarding the following student(s). Parental permission is no longer required when records are requested by school personnel.

Student Name	Date of Birth	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Guardian Signature: _____ Date: _____

Please send records to:

- | | |
|---|---|
| <input type="checkbox"/> Hawthorn District Office
841 West End Ct., Vernon Hills, IL 60061 • 847-990-4200 | <input type="checkbox"/> Hawthorn Aspen Elementary (K-5)
500 N. Aspen Dr., Vernon Hills IL 60061 • 847-990-4300 |
| <input type="checkbox"/> Hawthorn Elementary South (K-5)
430 N. Aspen Drive, Vernon Hills, IL 60061 • 847-990-4800 | <input type="checkbox"/> Hawthorn Townline Elementary (K-5)
810 Aspen Dr., Vernon Hills IL 60061 • 847-990-4901 |
| <input type="checkbox"/> Hawthorn Elementary North (K-5)
301 Hawthorn Parkway, Vernon Hills, IL 60061 • 847-990-4500 | <input type="checkbox"/> Hawthorn Middle North (6-8)
201 Hawthorn Pkwy, Vernon Hills IL 60061 • 847-990-4400 |
| <input type="checkbox"/> Hawthorn School of Dual Language (K-5)
810 Aspen Dr., Vernon Hills IL 60061 • 847-990-4900 | <input type="checkbox"/> Hawthorn Middle South (6-8)
600 N. Aspen Dr., Vernon Hills IL 60061 • 847-990-4100 |
| <input type="checkbox"/> Hawthorn Special Services/Special Education
841 West End Ct., Vernon Hills, IL 60061 • 847-990-4200 | <input type="checkbox"/> Hawthorn Early Learning Center (PreK)
200 W Maple Ave., Mundelein IL 60060 • 847-990-1670 |

For Office use only:

Date of Request: _____ Sent by: _____ US mail Fax Date of Records Received: _____

2016 - 2017 Student information for Transportation 2016 - 2017

If this form is blank, your child will be transported using the information provided to us on the online portion of registration.

INFORMATION MAY NOT BE ACCEPTED BETWEEN July 15, 2016 and SEPTEMBER 12, 2016
Thank you for letting us know your child's transportation needs. Please allow a minimum of three working days
IF this information changes YOU MUST fill out another form and return it to the DISTRICT OFFICE.

Student's Name: _____ Student's ID Number _____ Grade _____

Student's Home Address: _____ Lib. Mund. VH _____

School _____ Is this the students boundary school? _____

Parent/Guardian Name(s): _____ Todays date _____

Home /Cell Phone: _____ Work Phone: _____

E-mail address _____

NO transportation needed ~ My child will be driven (or will walk) to/from school on the following days:

Before School: M T W R F

After School: M T W R F

Please circle days of the week that apply

BUS transportation IS needed

My child will take the school bus to/from home
on the following days:

Before School: M T W R F After School: M T W R F

My child will use a babysitter/daycare provider or afterschool
program on the following days:

Before School: M T W R F After School: M T W R F

Name of babysitter /daycare provider: _____

Address: _____

Contact Name: _____

Phone: _____

Is your babysitter / daycare provider providing
transportation to or from school?

Effective date of change: _____ Parent signature: _____

Comments/Additional Information: _____

Parents - do not write below this line!

New Student

New Address

Babysitter/Daycare Change

Other

AM Route # _____

Bus Stop _____

Effective Date

PM Route # _____

Bus Stop _____

Residency completed? _____ PS updated? _____ Parent notified? _____ Bus tag made? _____
(date) (date) (date) (date)

Hawthorn School District #73 Fee Payment Form 2016-17

REGISTRATION FEES	BAND • ORCHESTRA • CHORUS
Early Childhood \$75	Band or Orchestra Fee (gr. 5-8 & 4).....\$150** Chorus Fee (gr 6-8)...\$50*** <i>**Students in grades 5 through 8 who are already enrolled in band or orchestra are asked to pay the fee prior to the start of the school year. Students entering grade 4 may wait until the fall band/orchestra information meeting to submit \$150.</i> <i>***For middle school students (grades 6-8) enrolled in chorus as a class.</i>
Itinerant Services \$75	
Grades K-5 \$110	PAYMENT POLICIES
Grades 6-8 \$150	
Technology Fee (K-8) \$35	
Band (4-8 gr) \$150	
Orchestra (4-8 gr) \$150	
Chorus (6-8 gr) \$50	<ul style="list-style-type: none"> • Fees are due by the first day of school. A payment plan must be in place if fees are not paid by the start of school. • Questions about payment plans should be directed to District Office, 847-990-4280. • A fee of \$25 will be charged for any returned checks. • Outstanding fee balances are eventually sent to the collections agency, which assesses an additional 50 percent fee on top of the balance owed. • Food service may be purchased through www.k12paymentcenter.com or your school.

Last Name: _____ Phone: _____

STUDENT NAME(S)	Grade	School ****	Registration Fee	Tech Fee	Band Fee**	Orchestra Fee**	Chorus Fee***
1.							
2.							
3.							
4.							
5.							
****BLDG CODES: EN=Elem North, ES=Elem South, AE=Aspen, TL=Townline, DL=Dual Language, MN=Middle North, MS=Middle South, EC=Early Childhood	TOTALS						

PLEASE MAKE CHECK PAYABLE TO **HAWTHORN SCHOOL DISTRICT 73** **GRAND TOTAL:** _____

Received by _____ Date Received _____ Cash or Check Number _____ Rev 1/16

Escuela Hawthorn Distrito #73 Pago de Cuotas 2016-17

CUOTAS DE MATRICULA	BANDA • ORQUESTA • CORO
Edad Temprana \$75	Cuota de Banda u Orquesta...\$150* Cuota de Coro.....\$50** <i>*Para estudiantes de 5° a 8° grado que ya están en banda u orquesta. Estudiantes de 4° grado pueden pagar en la noche de información en el otoño.</i> <i>**Para estudiantes de las escuelas Middle (6°-8° grado) que participan en clase de coro.</i>
Servicios de Itinerante \$75	
K-5 Grado \$110	SERVICIO DE ALIMENTO
6-8 Grado \$150	
Tecnología (K-8) \$35	
Banda (4-8 grado) \$150	
Orquesta (4-8 grado) \$150	
Coro (6-8 grado) \$50	<ul style="list-style-type: none"> • La cuota se debe pagar antes del primer día de clases. Un plan de pago debe estar en archivo si no paga la cuota para el primer día de clases. • Dirija las preguntas sobre los planes de pago a la Oficina del Distrito al 847-990-4280. • Un cargo de \$25 se cobrara por cheques sin fondos devueltos. • Saldos pendientes de pago se enviaran a la agencia de cobro , la cual evalúa una tasa adicional de 50 por ciento sobre el saldo adeudado. • Puede pagar por los alimentos en su escuela o por línea a través de www.k12paymentcenter.com

Apellido: _____ Número de Teléfono _____

NOMBRE DEL ESTUDIANTE(S)	Grado	Escuela***	Inscripción	Tecnología	Banda*	Orquesta*	Coro**
1.							
2.							
3.							
4.							
5.							
***CODIGOS DE LAS ESCUELAS: EN=Elem. Norte, ES=Elem. Sur, AE=Aspen, TL=Townline, DL=Leng. Dual, MN=Middle Norte, MS=Middle Sur, EC=Edad Temprana	TOTAL						

Favor de hacer el cheque a nombre de: **HAWTHORN SCHOOL DISTRICT #73** **TOTAL:** _____

Recibido por _____ Fecha _____ Número del cheque _____ Pago en efectivo _____ Rev 1/16

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Home Language Survey

The state requires the district to collect a Home Language Survey for every new student. This information is used to count the students whose families speak a language other than English at home. It also helps to identify the students who need to be assessed for English language proficiency.

Please answer the questions below and return this survey to your child's school.

Student's Name: _____

1. Is a language other than English spoken in your home?

Yes _____ No _____

What language? _____

2. Does your child speak a language other than English?

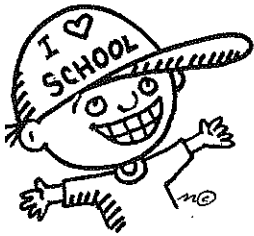
Yes _____ No _____

What language? _____

If the answer to either question is yes, the law requires the school to assess your child's English language proficiency.

Parent/Legal Guardian Signature

Date



Hawthorn District 73

PRE-REGISTRATION Student Information Sheet

(Hoja de Información para Pre-Inscribir Estudiante)

Grade _____ Bldg _____

Date (Fecha): _____

PLEASE PRINT

Please provide your child's name as it appears on on the birth certificate. Indique el nombre de su hijo/a tal como aparece en la acta de nacimiento.

Student's Legal First Name (Primer Nombre): _____

Student's Legal Middle Name (Segundo Nombre): _____

Student's Legal Last Name (Apellido): _____

Gender (Sexo): Male (Masculino) [] Female (Femenino) []

Date of Birth (Fecha de Nacimiento): _____

Place of Birth (Lugar y País de Nacimiento): _____

Parent/Guardian/Mother Name (Nombre completo de la Madre/Tutor Legal): _____

Parent/Guardian/Father Name (Nombre completo del Padre/Tutor Legal): _____

Telephone (Numero de Teléfono): _____ Cell? (¿Celular?) []

Home Address (Dirección de Casa): _____

City/Zip (Ciudad/Zona): _____

Email Address (Correo electrónico): _____

What language do you speak at home? (¿Qué idioma habla en casa?) English (Inglés) [] Other (Otro) [] _____

Has your student previously attended school in the United States? Yes [] No [] (Ha asistido el estudiante previamente a una escuela en los Estados Unidos?) Si [] No []

For new Kindergarten students only (Solo para estudiantes de Kindergarten):

Does student attend Hawthorn PreK/Early Childhood or receive Speech/OT services through Hawthorn? No [] Yes []

¿Asistió este estudiante al Programa de PreKinder/Edad Temprana o recibió servicios terapéuticos en Hawthorn? No [] Si []

Registration requires both an in-person and online process. (La inscripción requiere tanto de un proceso en persona como en línea.)

FOR HAWTHORN OFFICE USE ONLY PowerSchool Student ID Number (8 digit #): _____ Access ID: _____ Access Password: _____ Rev 1/16mbf