



Education that inspires...Opportunities for all

GURNEE SCHOOL DISTRICT 56

3706 Florida Avenue • Gurnee, IL 60031 • 847-336-0800 • www.d56.org

NEW STUDENTS TO DISTRICT 56 **School Year 2020/2021**

Dear Parents:

At this time, we would like to welcome you to District 56. To start the enrollment of your student please use the directions on the attached to this sheet "New Student Online Enrollment Directions". To finalize the registration the following documents will need to be uploaded:

- Official Birth Certificate.
- Physical Exam and Immunization Records within one year of school entry.
- If the student is transferring from another public school in Illinois, a (Illinois Student Transfer form) must be obtained from the previous school.
- Proof of Residency Documentation from Category 1& 2 - Mandatory

Category 1 (one document)

- Disclosure Statement or HUD-1 (New Home Purchase)
- Current Real Estate Tax bill
- Current Monthly Mortgage Statement
- Signed & Dated Lease with Expiration date

Category 2 (two documents showing CURRENT ADDRESS within the last 30 days)

- Credit Card Bill (Visa, MC, Amex, Discover)
- Gas, Electric, Water, Waste Management
- Current Home Insurance/Auto Insurance documents
- Bank Statement

Residency Affidavit, if applicable – The affidavit form must be signed by both the **Parent** and the **Resident** in front of a Notary Public to be valid. ([Affidavit - PARENT](#)) ([Affidavit - RESIDENT](#)). After you have completed online registration and upload the **RESIDENT'S** Proof of residency from category 1 and (2) utility bills from category 2 and affidavits both (PARENT) and (RESIDENT) have been fill, signed and notaries please call Mrs. Orozco at 847-336-0800 or send an email to newstudent@d56.org for further instructions.

Every attempt should be made to pay school fees at the time of registration or as soon as possible. Each student will be assigned an iPad that will be his/her primary instructional delivery tool. We strongly recommend that each family make accommodations (\$30.00 payment) to allow students to have 24-7 access to their iPads to ensure maximum learning gains for them.

Registration staff will be reviewing all proof of residency upload into Skyward Family Access account to ensure proof of residency documents are current and accurate . You will be notify if there is any problem with your proof of residency you have submitted.

New Student Online Enrollment (NSOE) Directions

In an effort to assist our parents/guardians with the necessary and important process of student registration please choose one of options below and then follow the directions to begin the online registration process.

New District 56 Families

- Go to d56.org
- Scroll down to “Quick Links” and click on “New Student Enrollment”
- Enter the information requested on the screen and click on the orange bar.
- You will receive an email containing a login and password. Click on the link in the email to go to Skyward Enrollment Access Page and enter the login and password.

Current District 56 Families

- Go to d56.org and click on “Skyward Family Access”
- Enter your Skyward Login and Password used during the 2019-2020 school year.
- Click on the “New Student Enrollment” on your Family Access Page.

Once you are logged into Skyward, please follow the remaining steps.

After each of the following steps you must click on the box, “Complete Step # and move to Step #”. Required information is indicated by a red asterisk *.

- Step 1: Student Information. (*Click on Complete Step 1 and move to Step 2*).
- Step 2: Family/Guardian Information. (*Click on Complete Step 2 and move to Step 3*).
- Step 3: Medical/Dental Information. (*Click on Complete Step 3 and move to Step 4*).
- Step 4: Emergency Contact Information, please provide at least 2 contacts. (*Click on Complete Step 4 and move to Step 5*).
- Step 5: Requested Documents. Due to school closures and Covid-19 you are now able to upload the required documents to register your child: Items Highlighted in **RED** are required for your online registration to be approved.
 - **Birth Certificate**
 - **Proof of Residency (see category 1 for acceptable documents as proof of residency)**
 - **Utility Bills (see category 2 for acceptable utility bills) 2 utility bills are needed**
 - Illinois Transfer Form: If the student is transferring from another public school in Illinois, a (Illinois Student Transfer form) must be obtained from the previous school.
 - If you have a Physical, Dental or Eye Exam to submit, you may submit in step 5 as well. (*Click on Complete Step 5 and move to Step 6*).
- Step 6: Additional District Forms: Click on each form name and fill out the information requested, electronically sign and date. (*Click on Complete Step 6*).
- At this point you can add/change information in any of the steps by clicking on the “*Edit*” button next to each step.
- Click “**Submit Application to the District**”. You will not be able to submit the application if all the steps are not completed.