ONLINE REGISTRATION
FOR RETURNING STUDENTS
ONLINE REGISTRATION FOR RETURNING STUDENTS

Beginning **April 18, 2016** parents of returning District 300 students can complete an Online Registration application for the 2016-2017 school year.

Online Registration is a simple process and should take between 10 to 15 minutes to complete.

If you experience difficulties with any portion of the registration process, please email OLR@d300.org or call your school’s main office.

---

**ACCOMMODATIONS FOR THOSE WITHOUT A COMPUTER OR INTERNET ACCESS**

If you experience difficulty securing a computer or internet access, you may complete the entire Online Registration process at your child’s school during normal business hours.

Every District 300 school will have computer kiosks dedicated for Online Registration use. Please contact your school to determine specific Online Registration hours.

**Online Registration kiosks are also available at the Central Office** (2550 Harnish Drive, Algonquin, IL 60102) during normal business hours. For more information call (847) 551-8300.

---

**THE ONLINE REGISTRATION PROCESS CAN BE COMPLETED IN 3 STEPS:**

**STEP 1:** ACTIVATE YOUR CAMPUS PORTAL ACCOUNT

**STEP 2:** COMPLETE THE ONLINE REGISTRATION APPLICATION BY **JUNE 30, 2016**

**STEP 3:** HAND DELIVER REQUIRED HEALTH DOCUMENTS TO YOUR CHILD’S SCHOOL
Many District 300 parents already have an active Campus Portal account (commonly called Parent Portal). If your Campus Portal account is active, please proceed to step 2.

To activate your Campus Portal account, contact your school’s main office and ask for your “Campus Portal Activation Key Code.”

Next, visit: www.d300.org/Activation and enter your activation key code.

Once your activation key code has been entered, you will create a username and password (please note: you will need to remember the username and the password for the next step in the process).

---

**STEP 2:** COMPLETE THE ONLINE REGISTRATION APPLICATION BY JUNE 30, 2016

Should you need any support during the Online Registration process, you can locate a PDF document with complete step-by-step instructions at www.d300.org/RegistrationResources.

- To begin the Online Registration process, visit www.d300.org/CampusPortal.
- Log into your Campus Portal account (please note, you cannot use the Parent Portal Mobile App to complete the Online Registration process).
- Once logged in, open your Campus Portal inbox and open a message titled, “Welcome to District 300 Online Registration […].”
- When the application loads, you will notice your student’s information has been populated into the required text fields. Please review these text fields to ensure accuracy. If any information is inaccurate, please revise according to the direction provided in the Online Registration application.

(STEP 2 Continued)

---

**STEP 3:** HAND DELIVER REQUIRED HEALTH DOCUMENTS TO YOUR CHILD’S SCHOOL

Please note, this step is only applicable to students entering preschool, kindergarten, second grade, sixth grade, ninth grade, and twelfth grade (pending all your child’s required immunizations are up to date).

- Visit d300.org/HealthDocuments to determine what immunizations or physical exams are required for your child to attend class for the 2016-2017 school year.
- Hand deliver (or mail) your child’s health documents to your school’s main office by August 1, 2016. Please note: students will not be able to attend school until all required health documents are on file with your school’s nurse.
FREQUENTLY ASKED QUESTIONS

Q When does Online Registration for returning students open?
A April 18, 2016

Q Did my high school student already register during the school year?
A No, high school students selected courses for the upcoming school year. Course selection and registration are two different processes.

Q I moved during the last year, what do I need to do?
A If you have moved in the last calendar year, you must provide proof of residency of your new address (see below).

Q What proof of residency documents are accepted?
A Acceptable proof of residency documents guidelines include:

1 Providing one of the following types of residency documents: closing statement, real estate tax bill, signed lease, mortgage document or payment, military housing document, closing disclosure/HUD-1, or contract/agreement of construction.

2 And providing two of the following types of residency documents in addition to the documents listed above: bank statement, cable/internet bill, city sticker receipt, Illinois driver’s license or State ID, credit card statement, food stamp card, home or apartment insurance certificate, medical card, pay check stub, public aid card, utility bill, and/or Illinois vehicle registration.

Please visit your school to submit proof of residency documents.

PAYING FOR
STUDENT REGISTRATION FEES

Once registration is completed, you have until **August 16, 2016** to pay all student registration fees by visiting [www.d300.org/StudentFees](http://www.d300.org/StudentFees). These funds support the costs consumable materials (such as paper, art supplies, workbooks, etc.) that a student uses during the course of the school year. In addition, individual classes may distribute school supply lists, and parents are requested to provide the items according to their child’s grade level.

**STUDENT FEES FOR 2016-2017***

**KINDERGARTEN - FIFTH GRADE SCHOOL FEES**

- Half-Day Kindergarten Annual Registration Fee .............................. $100
- Full-Day Kindergarten through 5th Grade Annual Registration Fee .............................. $130
- 1:1 Technology Fee* (includes device, cover, and insurance) ........ $40
  * The technology fee will only be charged to students issued a 1:1 device.

**SIXTH - EIGHTH GRADE SCHOOL FEES**

- 6th through 8th Grade Annual Registration Fee .............................. $150
- 6th through 8th Grade Summer AVID Registration Fee .............................. $115
- 1:1 Technology Fee* (includes device, cover, and insurance) ........ $40
- P.E. Uniform and Lock ........................................................................ $25
  * The technology fee will only be charged to students issued a 1:1 device.

**HIGH SCHOOL ANNUAL REGISTRATION FEES**

- 9th through 12th Grade Annual Registration Fee .............................. $160
- 1:1 Technology Fee* (includes device, cover, and insurance) ........ $40
- P.E. Uniform and Lock ........................................................................ $25
- Driver’s Education (behind the wheel fee must be paid in full prior to student taking permit test) ................................................. $300
  * The technology fee will only be charged to students issued a 1:1 device.

*Additional fees may apply. For a full list of fees, please visit [www.d300.org/StudentFees](http://www.d300.org/StudentFees).

Students whose families meet the federal income guidelines for free and reduced lunch are eligible for fee waivers. For information about student fees waivers and free and reduced lunch applications, please visit [www.d300.org/FeeWaiver](http://www.d300.org/FeeWaiver).