



MINOOKA COMMUNITY HIGH SCHOOL DISTRICT # 111

Mission: To inspire and motivate our students with an educational experience that leads to achievement and success.

Dear Parents/Guardians:

The window of time for students to establish residency and complete course selection for the 2018-2019 school year, is now open, and MCHS would like to share with you the attached instructions and /or items required of all families in order for you to complete this process. **Please read the instructions attached to this letter prior to beginning the online residency process and course selection.** The online window for completion of the residency process and course selection is January 10, through January 18, 2018.

If you have any questions regarding the completion of the residency process, please feel free to contact Stephanie Ledesma, Assistant Registrar, at 815-467-2140, ext. 5090. Should you have any questions or concerns regarding the course selection, please contact your student's counselor.

Thank you,

Matt Wikoff
Assistant Principal

ATTENTION:

Parents ***must*** complete the online residency prior to your student(s) selecting his/her courses. The online portion, once completed, will direct you to the course selection portion

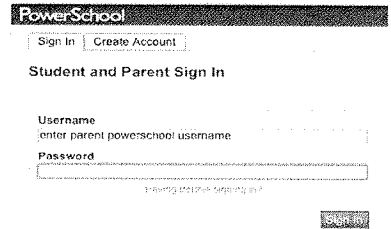
Part 1

Instructions for MCHS Residency - Class of 2019

Online residency and course selection will be open on January 10 through January 18, 2018

1. Log into PowerSchool using your parent account

If you do not have your Powerschool username and password, please contact Karen Turk at kturk@mchs.net with your student's name and grade level. You will receive an email with your username and password within 2-3 days. Please note: a computer kiosk is available at Central & South Campus for those families that do not have computer/Internet access at home.



PowerSchool

Sign In | Create Account

Student and Parent Sign In

Username
enter parent powerschool username

Password

Sign In

2. Once you are logged into PowerSchool on the right-hand side you will see click here and choose SchoolForms to complete the Online Residency; click on the box with the arrow.



PowerSchool

Welcome, John Smith | Help | Sign Out

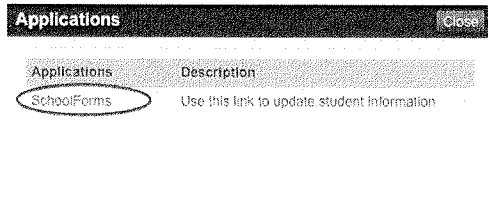
Nicholas

Click here and choose SchoolForms to complete the Online Residency -->

Navigation

Grades and Attendance | Smith, John

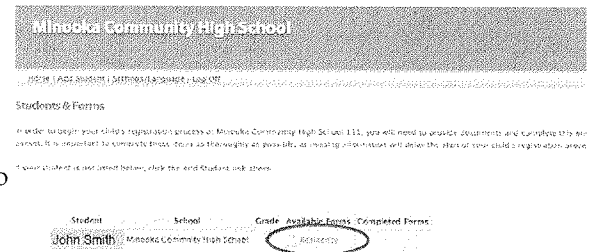
3. Click SchoolForms



Applications	Description
SchoolForms	Use this link to update student information

4. You will now begin the Residency process by clicking on "Residency"

All students/families must provide Minooka Community High School District #111 with two acceptable proofs of residency. A detailed listing of what items are acceptable proofs of residency can be found on the orange informational sheet. You will be able to submit these items electronically as part of this process, but please note that you must have these items available at the time you register online, as you are not able to log back in to the system to submit them at a later time. If you are unable to submit these items electronically, please complete the enclosed orange informational sheet and return the sheet and your proofs of residency to the high school main office at either campus. If you have any questions please feel free to contact Stephanie Ledesma, Assistant Registrar, at 815-467-2140, ext. 109.



Minooka Community High School

Home | Add Student | Settings/Language | Log Off

Students & Forms

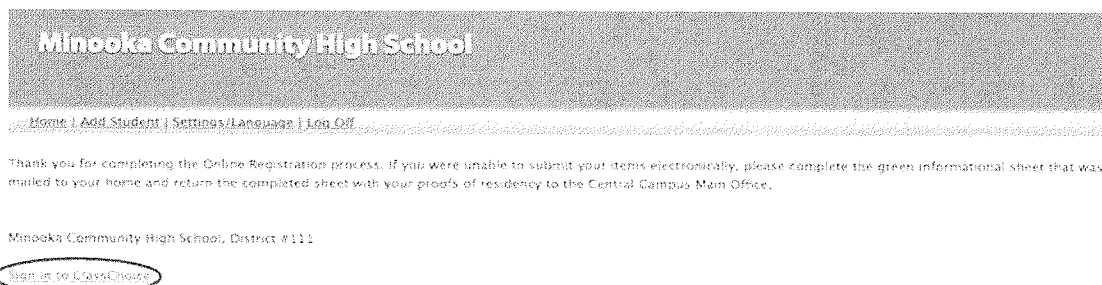
In order to begin your child's registration process at Minooka Community High School #111, you will need to provide documents and complete the online process. It is important to complete these forms as thoroughly as possible, as missing information will delay the start of your child's registration process.

1. Your child is not listed below, click the Add Student link above.

Student	School	Grade	Available Forms	Completed Forms
John Smith	Minooka Community High School		Residency	

Enter all of the required information on each form and click **Save Form**. Continue through each form until you have completed the residency process. The last screen will inform you that you have completed the residency process. Be sure to click Confirm Form to Complete on the confirmation page before you click Save Form.

5. Once the online residency process is completed, and you have hit the "submit" button, you will be taken to the following window. Please click on "Sign in to ClassChoice" to complete Part 2 of the Residency and ClassChoice process.



Minooka Community High School

Home | Add Student | Settings/Language | Log Off

Thank you for completing the Online Registration process. If you were unable to submit your items electronically, please complete the green informational sheet that was mailed to your home and return the completed sheet with your proofs of residency to the Central Campus Main Office.

Minooka Community High School, District #111

Sign in to ClassChoice

Part 2

Instructions for MCHS ClassChoice Online

Online residency and course selection will be open on January 10 through January 18, 2018

IMPORTANT! Before you begin, please make sure you have your course selection sheet.

1. Click on **Add Special**

This is where you will find resource. Any class with a [2] behind the name means it is a second semester course. If you register for Band and /or Choir you must select a Resource also. You may register for both Band and Choir. *Disclaimer-If you choose to register for 8 classes (no resource), a guidance counselor will take your course selection and try to accommodate your request to the best of their ability.*

If there is a special request class you want to take, click the box next to the course(s) name, and then click Save Requests. If you did not add any classes, you will still need to click save requests to move on to the next page.

Requests Request by Course Number	
Step: 1 Special Add Special	
Total Special Hours	.00
Step: 2 Core Add Core	
Total Core Hours	.00
Step: 3 Electives Complete Core Requirements	
Total Electives Hours	.00
Total Requested Hours	.00

2. Click on **Add Core**, add your core classes, and then click on Save Requests. (Please note that you only need to sign-up for the first semester of that particular course. The program will automatically register you for the second semester.) On this page you will see required core classes listed, such as English, Math, Science, and Social Studies.

Please refer to your course selection sheet to ensure you request the correct level of each core. Don't worry about making a mistake; your counselor will meet with you individually to review your selections. After you have selected your core courses, click on Save Requests. If you have not completed selecting your core classes, the program will not allow you to add elective courses.

3. Click on **Add Electives**, choose an elective area from the drop down menu, and then click on Save Requests.

NOTE: In order to enroll in Nutrition and Foods I and II in the same school year, the student must first click on Nutrition and Foods I, then click save requests, then go back in to Add Electives to add Nutrition and Foods II. This step is required for all courses that have a pre-requisite.

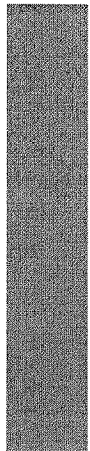
If you register for Band or Choir you must select a resource also. *Disclaimer- If you choose to register for 8 classes (no resource), a guidance counselor will take your course selection and try to accommodate your request to the best of their ability.*

The red bar in the middle of the screen will gradually turn to green as you complete your course requests. Once you have chosen 16 courses, the bar will be entirely green and your schedule is full. (You are finished!)

Print out a copy of your requests for your records.

Print Requests

Summary	
Full Schedule Hours:	16.00
Total Hours Requested:	0.00
Hours Needed:	16.00



Please be aware that depending on your achievement scores, your SRI score, and teacher recommendations, your **required core classes** may be altered from the choice you select. You will be informed of any necessary changes during counselor pick up at your school.



MINOOKA COMMUNITY HIGH SCHOOL DISTRICT #111 Informational Sheet

Please complete this informational sheet and return the sheet with your proofs of residency to the high school counselors on the scheduled pick up date for your student's current school.

Student Name: _____

Grade Level: _____

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

Residency Proofs

Any two (2) of the following examples may be used to prove residency. Examples must be current (within the last two months unless otherwise noted) and must show an address and service address (if applicable) in MCHS District #111. Bill/payment stubs, "deposit required" letters, or any bill indicating a service may be or is interrupted or disconnected due to an unpaid balance are not acceptable proofs of residency.

IF YOU ARE A PROPERTY OWNER:

A minimum of two (2) of the following:

- _____ Electric Bill
- _____ Gas Bill
- _____ Water Bill
- _____ Land Line Phone Bill
- _____ Cable TV Bill
- _____ Internet Bill
- _____ Real Estate Tax Bill (last issued)
- _____ Warranty Deed (closing within the last 30 days)

IF YOU ARE A RENTER:

A Copy of a Valid Lease (must include landlord contact information) must be submitted with one (1) of the following:

- _____ Valid Renter's Insurance Policy
- _____ Electric Bill
- _____ Gas Bill
- _____ Water Bill
- _____ Land Line Phone Bill
- _____ Cable TV Bill
- _____ Internet Bill

For your convenience you may also submit your proofs via email, fax, mail or bring them to the main office listed below.

Attention Stephanie Ledesma
Minooka Community High School
301 South Wabena Avenue
Minooka, IL 60447
sledesma@mchs.net
815-521-2366 (phone)
815-467-2090 (fax)

Student Name: _____ Parent name for flex schedule: _____ Parent signature/approval: (Parent) _____ (Student) _____
 Do you plan to graduate mid-year? YES NO Primary Phone: () _____ Student Cell Phone: () _____
 Total number of credits attempting: _____

REQUIRED COURSES

Select 1 course from each group (if not taken prior to Senior year)

Select 2 courses from the following list:

Speech Communication (S) 1610B

 Consumer Education (S) 4620B

Government (S) 4670B

Government Honors (S) 4680B

PSCI 101^{pc} (S,A) 4800B

Select 2 courses from the following list: (continued)

Spring Individual Sports (S, C) 5670B
 Senior Leadership in Physical Education (S) 5622B
 Team Spring Sports (S) 5650B
 Strength Training (S) 5500B/02B
 Team Sports Fall (S) 5640B
 Wellness Physical Education (S) 5550B/52B
 PE Waiver 5995B/96B

Mid Year Graduation 9777B

ELECTIVE COURSES:

MATHEMATICS (Continued)

Introduction to Statistics (S) 2460B
 Math 128 Elementary Statistics^{pc} JJC (S, A) 2440B
 Math 170 Calculus^{pc} JJC (Y, A, B) 2451B/52B
 Pre-Calculus (Y) 2401B/02B
 Pre-Calculus Honors (Y, B) 2331B/32B
 Trigonometry (S) 2470B
SCIENCE
 AP Chemistry (Y) 3020B/21B
 Anatomy & Physiology (Y) 3421B/22B
 Dynamic Earth Systems (Y) 3000B/1B; 3000BT/1BT
 Environmental Science (Y) 3510B/12B
 Forensic Science (Y, NG) 3530B/32B
 AP Physics I (Y, B, C) 3315B/16B
 AP Physics II (Y, B, C) 3317B/18B
SOCIAL STUDIES
 AP Microeconomics (S) 4650B
 AP Psychology (Y, C) 4815B/16B
 AP United States Government & Politics (S) 4660B
 Chicago History (S) 4520B
 Controversial History of Latin America (S) 4819B
 AP European History (Y, B, C) 4431B/32B
 Facing History & Ourselves (S) 4500B
 JJC History 105^{pc} (S1, A) 4710B
 JJC History 106^{pc} (S2, A) 4712B
 Illinois History (S) 4510B
 Local History (S) 4590B
 Politics and War of the Century (S) 4550B
 Pop Culture in Film (S) 4600B
 Psychology I (S) 4511B
 Psychology II (S) 4512B
 Sociology (S) 4610B
 Street Law II (S) 4532B

ENGLISH (1 semester minimum requirement)
 Acting I (S) 1520B
 Acting II (S) 1530B
 College Prep Writing (S) 1940B
 COMM 101^{pc} JJC (S, A) 1631B
 Creative Writing I (S) 1700B
 Creative Writing II (S) 1710B
 Debate (S) 1740B
 Dramatic Arts (S) 1550B
 ENG 101^{pc} JJC (S1, A) 1930B
 ENG 102^{pc} JJC (S2, A) 1932B
 English IV (Y) 1411B/12B
 English IV Applied (Y) 1403B/04B; 1403T/04T
 AP English Literature and Composition (Y, C) 1431B/32B
 Greek Mythology & Folklore (S) 1600B
 Honors Speech Communication (S) 1620B
 Media & Journalism I (Y) 1563B/64B
 Media & Journalism II (Y) 1573B/74B
 Media & Journalism III (Y) 1583B/84B
 Media & Journalism IV (Y) 1593B/94B
 Myth and the Mind (S) 1510B
 Poetry (S) 1750B
 Sports Literature (Y) 1800B/02B
 Sports Media (Y) 1810B/11B
 Yearbook Publication I (Y) 1661B/62B
 Yearbook Publication II (Y) 1671B/72B
 Yearbook Publication III (Y) 1681B/82B
 Yearbook Publication IV (Y) 1691B/92B
 Young Adult Literature (S) 1720B

MATHEMATICS - TI-84 Calculator required

Algebra II (Y) 2301B/02B; 2301BT/02BT
 AP Calculus AB (Y, B, C) 2431B/32B
 AP Calculus BC (Y, B, C) 2433B/34B
 AP Statistics (Y) 2435B/36B
 Fundamentals of Calculus (Y) 2461B/62B
 Geometry (Y) 2211B/12B; 2211BT/12BT

Legend
 Courses in Bold meet NCAA Eligibility Requirement
 S indicates semester class
 Y indicates year class
 A Acceptance of dual credit is at the discretion of each college
 B Summer work required
 C Additional fee required, please refer to the Curriculum Guide
 F Additional fee optional, please refer to the Curriculum Guide
 NG Course does not meet science requirement for graduation

