



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 2019-2020 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.**

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

Instructions for MCHS Residency - Class of 2020

Online residency will be open as of January 9, 2019

1. Log into PowerSchool using your parent account

If you do not have your Powerschool username and password, please contact Kyle Johnson at kjohnson@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.

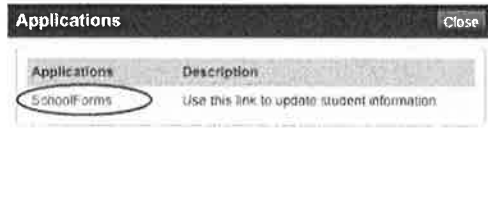


The image shows the PowerSchool login page. At the top, there are links for 'Sign In' and 'Create Account'. Below that is the heading 'Student and Parent Sign In'. There are two input fields: 'Username' with the placeholder text 'enter parent powerschool username' and 'Password'. A 'Forgot/Double signing in?' link is located below the password field. A 'Sign In' button is in the bottom right corner.

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.



3. Click SchoolForms



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.



The image shows the 'Minooka Community High School' website. The page title is 'Minooka Community High School'. Below the title, there is a section for 'Students & Parents'. The text below this section reads: 'In order to begin your child's registration process at Minooka Community High School #111, your child must be properly documented and completed forms and records. It is important to complete these forms as they are critical to ensuring information will flow throughout your child's registration process. If you are having trouble with this, please see the Assistant Registrar.' Below this text is a table with columns: 'Student', 'School', 'Grade', 'Available Dates', and 'Completed Forms'. The first row contains 'John Smith', 'Minooka Community High School', and 'Residency' (circled in red) in the 'Completed Forms' column.

Student	School	Grade	Available Dates	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.



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)