



# MINOOKA COMMUNITY HIGH SCHOOL DISTRICT # 111

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

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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 17, through January 29, 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. 109. Should you have any questions or concerns regarding the course selection, please contact your student's counselor.

Thank you,

Matt Wikoff  
Assistant Principal

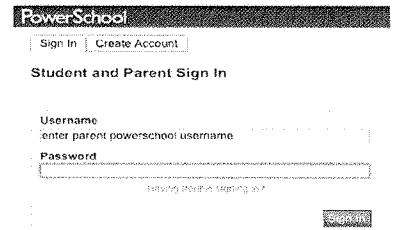
## Part 1

### Instructions for MCHS Residency - Class of 2020

Online residency and course selection will be open on January 17 through January 29, 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

Log 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

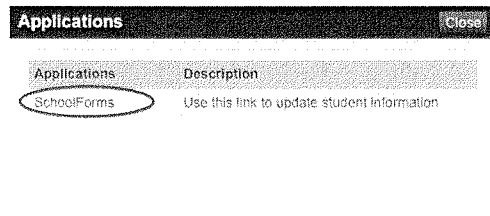
Welcome, John Smith Help Sign Out

Nicholas

Click here and choose SchoolForms to complete the Online Residency →

Navigation Grades and Attendance Smith, John

#### 3. Click SchoolForms

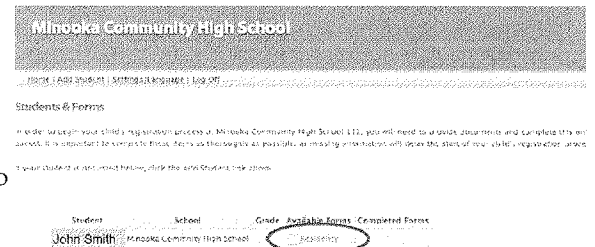


Applications Close

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.



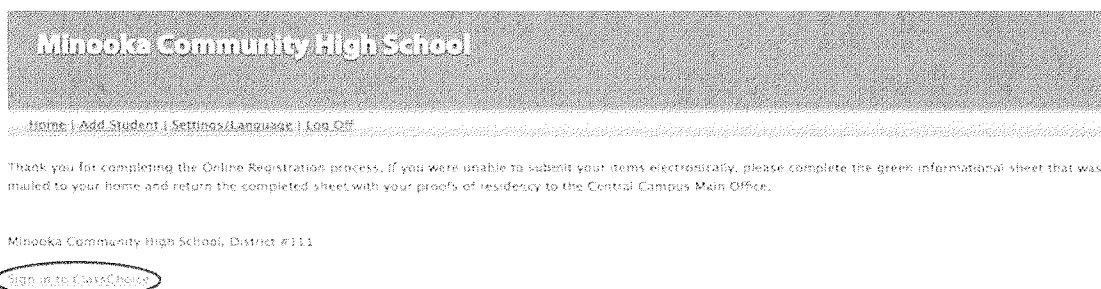
Minooka Community High School

Students & Forms

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 17 through January 29, 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	<b>Add Special</b>
Total Special Hours	.00
Step: 2 Core	<b>Add Core</b>
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!)

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



**Print out a copy of your requests for your records.**

[Print Requests](#)

*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: \_\_\_\_\_ (print) Home Phone: \_\_\_\_\_ (Parent)

Parent signature/approval: \_\_\_\_\_ Cell Phone: (Student) \_\_\_\_\_ Guardian Email: \_\_\_\_\_

REQUIRED COURSES	
Select 1 course from each required course group listed below:	
<b>ENGLISH: (choose one)</b>	<b>PHYSICAL EDUCATION: (* choose two)</b>
English III Applied (Y) 1303B/04B; 1303T/04T	Athletic Fitness (S)* 5300B/02B Y / N
English III (Y) 1311B/12B	Cardio Kickboxing (S)* 5530B/32B
AP English Language and Composition (Y, B, C) 1321B/22B	Dance I (S)* 5510B/12B
	Dance II (S)* 5513B/14B
<b>MATHEMATICS: (choose at least one) TI-84 Calculator required</b>	Fall Individual Sports (S, C)* 5540B
Algebra II (Y) 2301B/02B; 2301BT/02BT	Fitness Fusion (S)* 5672B/73B
Algebra II Honors (Y, B) 2370B/71B	Junior Leadership in Physical Education (S) 5621B
AP Calculus AB (Y, B, C) 2431B/32B	Team Sports Fall (S)* 5640B
AP Calculus BC (Y, B, C) 2433B/34B	Officiating (S)* 5630B/32B
AP Statistics (Y) 2435B/36B	Outdoor Education (S)* 5660B/62B
Fundamentals of Calculus (Y) 2461B/62B	Spring Individual Sports (S, C)* 5670B
Geometry (Y) 2211B/12B; 2211BT/12BT	Team Sports Spring (S)* 5650B
Introduction to Statistics (S) 2460B	Strength Training (S)* 5500B/02B
Pre-Calculus (Y) 2401B/02B	Wellness Physical Education (S)* 5550B/52B
Pre-Calculus Honors (Y, B) 2331B/32B	PE Waiver 5995B/96B
Trigonometry (S) 2470B	
Math 128 Elementary Statistics JJC <sup>OC</sup> (S, A) 2440B	
Math 170 Calculus JJC <sup>OC</sup> (Y, A, B) 2451B/52B	

ELECTIVE COURSES: Students must be enrolled in a total of 8 classes per semester including resource.	
<b>ENGLISH</b>	<b>FINE ARTS (continued)</b>
Acting I (S) 1520B	ART
Acting II (S) 1530B	Computer Art (S) 6740B
College Prep Writing (S) 1940B	Drawing I (S) 6760B
COMM 101 JJC <sup>OC</sup> (S, A) 1631B	Drawing II (S) 6770B
Creative Writing I (S) 1700B	Honors Drawing I (S) 6800B
Creative Writing II (S) 1710B	Honors Drawing II (S) 6810B
Debate (S) 1740B	Painting & Printmaking (S) 6823B
Dramatic Arts (S) 1550B	Photography I (S) 6780B
Greek Mythology & Folklore (S) 1600B	Photography II (S) 6790B
Media & Journalism I (Y) 1563B/64B	MUSIC
Media & Journalism II (Y) 1573B/74B	Beginning Band (Y) 6200B/01B
Media & Journalism III (Y) 1583B/84B	Percussion Band II (Y) 6255B/56B
<b>Myth and the Mind (S) 1510B</b>	Symphonic Band I (Y) 6401B/03B
Poetry (S) 1750B	Symphonic Band II (Y) 6405B/06B
<b>Speech Communications (S) 1610B</b>	Symphonic Band III (Y) 6407B/08
(required prior to graduation)	
<b>Honors Speech Communication (S) 1620B</b>	
(required prior to graduation)	
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	
<b>Young Adult Literature (S) 1720B</b>	

**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

<p><b>FINE ARTS (continued)</b> <b>MUSIC</b></p> <p>Wind Ensemble II (Y) 6430B/31B Wind Ensemble III (Y) 6441B/42B Wind Symphony II (Y) 6450B/51B Wind Symphony III (Y) 6460B/61B Concert Choir I (Y) 6531B/32B Concert Choir II (Y) 6541B/42B Mixed Choir I (Y) 6521B/22B Mixed Choir II (Y) 6650B/52B Mixed Choir III (Y) 6654B/55B Women's Chorale I (Y) 6511B/12B Women's Chorale II (Y) 6513B/14B Women's Chorale III (Y) 6515B/16B Guitar I (S) 6610B Guitar II (S) 6620B Advanced Guitar Ensemble (Y) 6624B/25B Guitar Ensemble (S) 6623B AP Music Theory (Y) 6631B/32B MUS 102 Exploration of American Music<sup>OC</sup> (S, A) 6645B Music Technology/Keyboarding I (S) 6641B Music Technology/Keyboarding II (S) 6642B</p> <p><b>WORLD LANGUAGES</b></p> <p><b>French I (Y) 6101B/02B</b> <b>French II (Y) 6111B/12B</b> <b>French II Honors (Y, B) 6121B/22B</b> <b>French III (Y) 6131B/32B</b> <b>French III Honors (Y, B) 6141B/42B</b> <b>Spanish I (Y) 6001B/02B</b> <b>Spanish II (Y) 6011B/12B</b> <b>Spanish II Honors (Y, B) 6021B/22B</b> <b>Spanish III (Y) 6031B/32B</b> <b>Spanish III Honors (Y, B) 6041B/42B</b> <b>Spanish IV (Y) 6051B/52B</b> <b>Spanish IV Honors (Y, B) 6053B/54B</b></p>	<p><b>ELECTIVE COURSES: (continued)</b></p> <p><b>BUSINESS</b></p> <p>Automated Accounting I (Y) 7031B/32B Automated Accounting II Honors (Y) 7043B/44B Business &amp; Personal Financial Management (S) 7050B Business and the Economy (S) 7040B Business Law (S) 7026B Sports/Entertainment Marketing (S) 7430B</p> <p><b>COMPUTER APPLICATIONS</b></p> <p>All Things Google (S) 7027B Graphic Arts Design (S) 7120B Introduction to Computer Applications (S) 7343B Introduction to Computer Applications - Applied (S) 7345B Introduction to Microsoft Office Applications (S) 7420B Microsoft Certification &amp; Prep - Word &amp; Excel (S, F) 7015B Microsoft Certification &amp; Prep - Powerpoint &amp; Access (S, F) 7016B</p> <p><b>COMPUTER SCIENCE</b></p> <p>Computer Game Design I (S) 7290B Computer Game Design II (S) 7292B Mobile Apps Development (Y) 7028B/29B Web Page Design I (S) 7240B Web Page Design II (S) 7250B</p> <p><b>FAMILY AND CONSUMER SCIENCE</b></p> <p>Adult Living (S) 7000B Baking &amp; Pastry I (S) 7195B Baking &amp; Pastry II (S) 7198B Child Development I (S) 7060B Child Development II (S) 7070B Clothing Construction I (S) 7080B Clothing Construction II (S) 7090B Fashion Design &amp; Merchandising (S) 7092B Introduction to Culinary Arts (S) 7193B Introduction to Teaching (S) 7012B Nutrition and Foods I (S) 7190B Nutrition and Foods II (S) 7192B Restaurant Management (S) 7196B World Cuisines (S) 7197B</p> <p><b>INDUSTRIAL TECHNOLOGY</b></p> <p>Electricity/Electronic Tech. (Y) 7131B/32B Engineering &amp; Architecture I (S) 7174B Engineering &amp; Architecture II (S) 7175B Introduction to Building Construction (S) 7281B Robotics Engineering I (S) 7331B Robotics Engineering II (S) 7332B Technology Explorations I (S) 7215B Technology Explorations II (S) 7216B Welding &amp; Metal Fabrication Technology (S) 7260B Woodworking I (S) 7270B Woodworking II (S) 7282B</p> <p><b>MEDIA COMMUNICATIONS</b></p> <p>Television Production - MCTV (Y) 7221B/22B Video Editing I (S) 7251B Video Editing II (S) 7252B</p>	<p><b>CAREER AND TECHNICAL AGRICULTURE</b></p> <p>Animals &amp; Their Environment (S) 7173B Floral Design I (S) 7133B Floral Design II (S) 7124B Greenhouse Management (S) [Spring semester only] 7154B Horticulture Investigations (Y) 7141B/42B Pre-Veterinary Studies (Y) 7311B/12B Contemporary Animal Science (Y) 7200B/02B Small Engine Repair (S) 7330B Specialty Animal Science (S) 7176B Supervised Agricultural Experience II (Y) 7205B/06B</p>	<p><b>PHYSICAL EDUCATION</b></p> <p>Discovery Health (S) 5580B Health Wellness (S) 5590B Pre-EMT (S) 5570B Personal Focus (S) 5620B</p>	<p><b>CAREER AND TECHNICAL INTERNSHIP PROGRAM</b></p> <p>Internship Program (S) 7161B/62B Internship Classroom (S) 7163C/64C 4A/B Blocker (Y) 9901C/02C</p> <p><b>GRUNDY AREA VOCATIONAL CENTER</b></p> <p>Agriculture I (Y) 9430C/31C Computer Graphics &amp; Multimedia Design I (Y) 9143C/44C Introduction to Information Technology (Y) 9434C/35C Health Occupations I (Y) 9241C/42C Automotive Technology I (Y) 9103C/04C Building Trades I (Y) 9281C/82C Criminal Justice I (Y) 9181C/82C Engineering Technology I (Y) 9432C/33C Fire Science I (Y) 9321C/22C Welding &amp; Fabrication I (Y) 9251C/52C Cosmetology (Y) 9161C/62C Culinary Arts I (Y) 9421C/22C Culinary Arts II (Y) 9423C/24C Early Childhood I (Y) 9201C/02C</p> <p><b>PLEASE NOTE: Students who have been assigned a GAVC class during the early bird time block, third (3rd) time block, and cosmetology time block will be issued a parking permit ONLY if all school fees have been paid in full.</b></p> <p><b>RESOURCE</b></p> <p>Resource 9401B/02B</p> <p><b>SPECIAL EDUCATION</b></p> <p>SC English III (Y) 8171B/72B SC U.S. History (Y) 8431B/32B SC Government (S) 8440B SC Consumer Ed. (S) 8450B SC Math III (S) 8221B/22B SC Speech (S) 8190B Resource SC (Y) 8101B/02B</p>	<p><b>ALTERNATES (Required information)</b></p> <p>Please list two semester-long (S) elective alternates that may be used if your first choice is not available.</p> <p>1. _____ 2. _____</p> <p><b>For Counselor use only</b></p> <p>ESL - English as a Second Language (Y) 1950B/52B ESL Resource (Y) 6911B/12B Algebra II Resource (Y) 2307B/08B Geometry Resource (Y) 2213B/14B</p> <p><b>Legend</b></p> <p>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</p>	<p><b>CAREER AND TECHNICAL</b></p> <p><b>ALTERNATES (Required information)</b></p> <p>Please list two semester-long (S) elective alternates that may be used if your first choice is not available.</p> <p>1. _____ 2. _____</p> <p><b>For Counselor use only</b></p> <p>ESL - English as a Second Language (Y) 1950B/52B ESL Resource (Y) 6911B/12B Algebra II Resource (Y) 2307B/08B Geometry Resource (Y) 2213B/14B</p> <p><b>Legend</b></p> <p>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</p>
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