



# 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 2017-2018 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 11, through January 20, 2017.

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

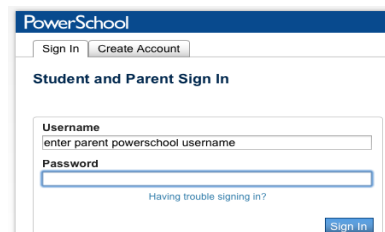
## Part 1

### Instructions for MCHS Residency - Class of 2019

Online residency and course selection will be open on January 11 through January 20, 2017

#### 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](mailto: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.



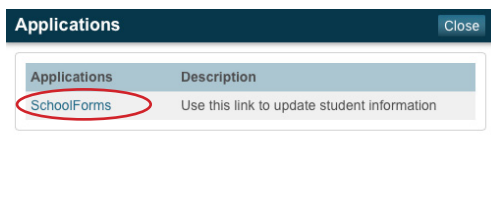
PowerSchool  
Sign In | Create Account  
Student and Parent Sign In  
Username  
enter parent powerschool username  
Password  
Having trouble signing in?  
Sign In

#### 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

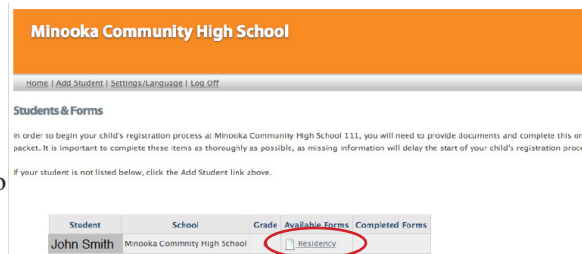


Applications Close

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.

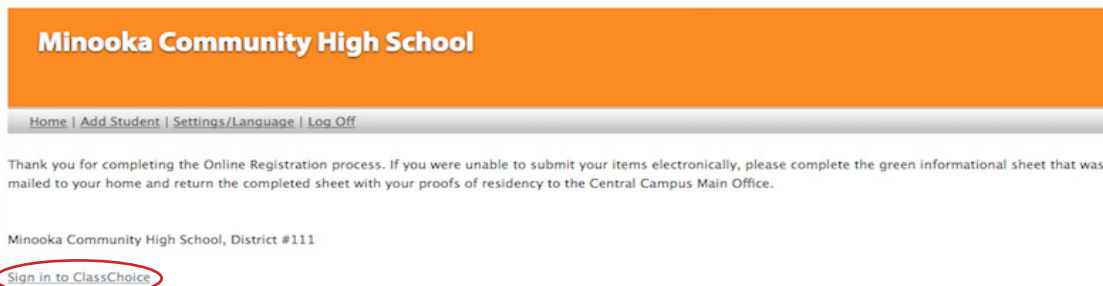


Minooka Community High School  
Home | Add Student | Settings/Language | Log Off  
Students & Forms  
In order to begin your child's registration process at Minooka Community High School 111, you will need to provide documents and complete this on packet. It is important to complete these items as thoroughly as possible, as missing information will delay the start of your child's registration process.  
If your student 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 19 through January 27, 2017

**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	<b>Complete Core Requirements</b>
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: <u>0.00</u>
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)