

April, 2019

Dear Parent/Guardian:

As the end of the school year rapidly approaches, I would like to take this opportunity to outline the residency process for the 2019-2020 school year.

In honoring our commitment to further streamline the Residency Verification process, and to avoid conflicting with families summer vacation schedules, this year Residency Verification will begin in May.

If you have a student entering the 3rd or 6th grade for the 2019-2020 school year, you must verify residency on one of the following dates: Wednesday, May 1st, Tuesday, May 7th, Wednesday, May 8th, Monday, May 13th, Wednesday, May 15th, Tuesday, May 21st or Wednesday, May 22 at the Normandy Villa Administration Center, 41 E. Elmwood Drive, Chicago Heights between the hours of 4:00 p.m. and 7:00 p.m.

Additionally, regardless of your students grade, if you do not own or rent but rather live with a Flossmoor School District 161 resident, the parent/guardian and the resident are both required to come in person to the Normandy Villa Administration Center, 41 E. Elmwood Drive, Chicago Heights to verify residency on one of the dates and times listed above. Residency requirements are posted on our website www.sd161.org.

On-line registration via Family Access in Skyward is open and you should have received this information via an email blast. The following is needed to participate in the on-line registration process:

1. A computer with internet access (if you don't have access to a computer, this can also be done at the public library or during one of the residency verification days held at the district).
2. Skyward Family Access account- contact your child's school if you do not have access
3. A valid e-mail address for the guardian completing the process
4. Each student being registered must be a returning student
5. If you wish to pay your fees on-line you will need a Discover, Visa or Mastercard (debit or credit) Please note: fees are at a discounted rate until July 12, 2019, they will be full rate thereafter.

Free lunch applications and waiver of fee forms will be available for parents on the district website on July 1, 2019. Applications can also be picked up at Normandy Villa.

Lastly, all families will go to Parker Junior High on Class Assignment Pickup days to receive your student's class assignment and other pertinent information to begin the school year. Dates and times are posted on our website.

Thank you for your cooperation with student registration. If you have any questions, please call me at 708-647-7001 or visit our website at www.sd161.org.

Sincerely,

Wanda Alexander
Confidential Associate to the
Associate Superintendent