



Steger School District 194

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To the Parents/Guardians of All Steger School District 194 Students,

Beginning, July 9, 2018, the registration portal will be open to help expedite the form filling process for registration. The benefits of this portal are two-fold. First, we significantly reduced the lines with this online component. Parents/Guardians will now be able to update and create all documents at home and print the pages to be brought to registration on August 2nd or August 7th from 1 p.m. to 7 p.m. With completed forms in hand, the parent/guardian will be able to bypass several stations in an effort to swiftly complete the registration process. Secondly, by utilizing the registration portal to type the information into the system, the accuracy of our student database will be greatly improved.

In order to begin the online registration process, the parent/guardian will need access to the internet and must utilize the access ID # and Password included in this mailing.

In order to help facilitate the use of internet access, District 194 is providing the opportunity for parents/guardians to utilize the computers and printers at Columbia Central School at various times throughout the month of July. **Parents of new students (including Early Childhood and kindergartners) are encouraged to visit during these times to obtain access to the registration portal. A copy of the new student's birth certificate is required to receive access to the registration portal.**

Thursday, July 12, 2018 1:00 p.m. to 4:00 p.m.
Tuesday, July 17, 2018 5:00 p.m. to 8:00 p.m.

Three documents are required to verify residency at registration. Without these documents, the family will not be able to register. One (1) document from Category A and two (2) documents from Category B are required. If you are residing with a Steger resident, the homeowner is required to prove residency. Additionally, you must supply at least one document from Category B, if residing with a Steger resident. Everyone must have all required residency information to continue the registration process. If not, you will be asked to return with the necessary documentation. If registration is not completed on August 2nd or August 7th, you will not receive the \$50 discount for attending registration days.

Category A – Provide One (1) Document

- Current mortgage document
- Current signed lease
(Lease from the Colonies must have child's name)
- Current real estate tax bill
- Section 8 letter
- Military housing letter
- Residency Attestation form (for third party residents)

Category B – Provide Two (2) Documents

- Homeowners/Rental Insurance document
- Current utility bill (Gas, Electric, Water or TV)
- Paycheck Stub
- Vehicle Registration Card

Families seeking a fee waiver need to provide a copy of their 2017 tax return.

See you at registration!