

## **Instructions for Online Registration Coal City Community Unit School District #1**

Coal City Community Unit School District #1 will utilize an online registration system for the 2017-2018 school year. As a parent of a returning student, you will only have to update the current information that we have on file for your child. On-line registration will be available:

**Monday, July 10, 2017**

### **To complete On-line registration:**

1. Go to our website at: <http://www.coalcity.k12.il.us> and click on the PowerSchool link on the left side of the home page. To register your student for the 2017-2018 school year, you will access the PowerSchool Parent Portal.
2. Sign in to PowerSchool with your user ID and password that you set up and used for 2016-2017 registration and to access the PowerSchool parent portal throughout the school year. If you forgot your username or password, select "Forgot Username or Password?" and enter the information requested to gain access to your account. A temporary user name or password will be sent to your email.
3. At the upper right side of our screen, Click the box next to the On-line Registration 2017-2018 link (in red). Select school forms. You will then see a list of your children and a link to access their registration forms.
4. After you have logged in, carefully review the demographic, emergency contact, and yearly registration information. Make changes and add information where necessary, paying close attention to each field. Please note that the student name MUST be entered exactly as it appears on the birth certificate. Fields marked with red stars are required.
5. When your registration is complete, type in your name and check the box to confirm that the form is complete. Click on Save Form at the bottom of the screen. This process must be completed for each student. Once you complete your forms, they will not be available to access. If you have changes to make after you complete online registration, please contact your school building office.
6. Fees can be paid on EZSchool Pay, during walk-in registration or at the district office. **Deadline** for fee payment is **Friday, September 1, 2017**. Free/reduced lunch applications for 2017-2018 will be available after July 20, 2017. If you think you qualify for free/reduced lunches, please do not pay registration fees, as you will be eligible for a registration fee waiver. Fee information is available on the home page of the district website under Registration Information.

You may access On-line registration from home, but if you do not have Internet access, you can use a computer at any of our walk-in registrations.

Thursday, July 20, 2017 – **Completed On-line at High School** from 7:00 a.m. – 10:00 a.m. and 4:00 p.m. – 6:30 p.m.  
Tuesday, July 25, 2017 - **Completed On-line at High School** from 3:00 p.m. – 6:30 p.m.

### **Physical/Dental/Eye Exam Information**

**The deadline for physical and immunization forms is Friday, September 1, 2017.** Grades **Kindergarten, Sixth, Ninth** and all **out of state transfer students** require a **physical and immunizations** by the State of Illinois. Grades **Kindergarten, Two and Six** require a **dental exam** by the State of Illinois. Be sure to make appointments with your doctor early for the required physical, immunization and dental exams. Forms are available on the district website: [www.coalcity.k12.il.us](http://www.coalcity.k12.il.us). Drop off boxes will be located at each district building for delivery of completed physical, dental, and eye exam forms. Forms should be placed in the drop-off boxes in a sealed envelope with student's name and grade level on the outside. If forms are mailed to the school, please mark attention: nurse along with student's name.

**A state law effective Jan 1, 2008, requires an eye examination for children upon first entry into Illinois schools.**

This law affects students entering into Kindergarten, some First grade students and all out of state transfer students. The exam will need to be completed and appropriate forms submitted to the school nurse.

If you have a problem or questions, please contact support at [PowerSchoolsupport@coalcityschools.org](mailto:PowerSchoolsupport@coalcityschools.org) or call the school office at 815-634-5927.