

# Shiloh Village School District 85

Shiloh Elementary School  
Principal  
Tiana M. Montgomery

Working Together for the Children and Families of Shiloh

Dale F. Sauer, Superintendent

Shiloh Middle School  
Principal  
Darin J. Loepker

June 25, 2018

**If you are receiving this letter and know that your child will not be returning to Shiloh Schools next year, please call the office at the number listed below.**

Dear Parent and/or Guardian:

The Shiloh Village School District will hold a district-wide family registration event at the Shiloh Middle School Thursday, July 12<sup>th</sup> and Tuesday, July 17<sup>th</sup>. **All students are required to register during family registration.** Each year the registration process proves to be less challenging as families become more familiar with district policies and procedures. The goal of this correspondence is to notify you of what is expected in so far as proofs of residency, health records, and payment for school fees when attending registration. We appreciate your efforts in making the registration process run smoothly. Parents with children attending both schools in the district have shared their appreciation of being able to register all their children in one location and at one time.

The registration process will include the following for each family:

- Show proof of residence
- Verify student information and student(s) file is complete with certified birth certificate
- Furnish necessary physical and dental exams depending on grade level
- Pay all school fees (Cash, Check, Visa, MasterCard and Discover accepted)  
(A 3% Convenience Fee will be applied if using Credit or Debit Card)
- Complete a free/reduced meals application, as needed
- Answer transportation-related questions
- Opportunity to pay monies toward Lunch/Breakfast.
- Skyward family access support

Again, please mark your calendar with these very important registration dates and times:

- Thursday, July 12<sup>th</sup> – 12:00 - 7:00 pm
- Tuesday, July 17<sup>th</sup> – 12:00 - 7:00 pm **Registration can be made on either day during the listed times.**

**Families that are unable to attend one of the registration dates above should register students according to the following procedure.**

- Returning students should contact their child's school office to register students prior to July 12<sup>th</sup>. We encourage all returning students to register on one of these dates during district-wide registration in order to avoid a delay in classroom assignment.

Student instructional resource fees will be collected at registration. The student instructional resource fee schedule was approved by the Board of Education at the March Board of Education meeting:

- ***Shiloh Schools student instructional resource fee is \$70 per student or \$14.50 for students who qualify for reduced lunch pricing.***

### **Returning Students ONLY - FAST PASS:**

***For added convenience of our current district residents, please bring the enclosed, reviewed and completed (front & back) Student Registration Form with you to registration. If the address remains unchanged for the 2018-2019 school year, this sheet will serve as your "fast pass" that will help speed up your time at the residency check station. Please note, you will still be required to show the appropriate items for residency for the address listed, but this process should be much faster.***

We have **included at the bottom of this letter** the ***Required Documentation at Student Registration*** guidelines for you to prepare for registration. Please carefully read the enclosed information and bring with you one required document from "Category A" **and** one required document from "Category B." All documents must include your residential address.

We are aware that, for some families, special circumstances may arise during the proof of residency process when additional information may be required to adequately meet the requirements. For any clarification, please feel free to contact a Shiloh administrator.

We look forward to seeing you in July.

Sincerely,



Dale F. Sauer  
Superintendent

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## **You will need to have one document from both Category A and Category B.**

All documents must be current and show your name and address.

### **Category A**

Home Ownership Title, Deed or Mortgage Statement  
Current Lease Agreement/Current Receipt of Monthly Rent\*  
Current Property Tax Statement

### **Category B**

Current City Utility Bill (Water, Gas, Electric, Cable.) \*Phone bills will not be accepted.  
Homeowner's Insurance Statement or Renter's Insurance Statement

\*If you plan on using a lease to register your student, please make sure the lease reflects that you are a resident between the next school year dates: August 13, 2018-May 20, 2019.

\*If you have a "rollover" lease or a "month to month" lease, your land lord must provide, on legal letterhead, a typed, signed letter confirming your residence for the 2018-2019 school year. Landlords should include their name and current phone number.