

Newark Community High School District 18

Registration Information for the 2020 – 2021 School Year

OVERVIEW The employees of Newark Community School District 18 are excited for the opportunity to serve your family. Registration information is available on the school website at www.nchs18.org. Any questions regarding new student registration can be directed to 815-695-5164 or email Shelly McAnally at mmcanally@nchs18.org.

FIRST DAY OF SCHOOL

First Day of School is Tuesday, August 19, 2020, the first day of school is a full day.

BACK TO SCHOOL REGISTRATION

All students are highly encouraged to attend the [Back to School Registration on August 11 from 3-6:30pm](#). Students will receive their textbooks & Chromebook; have their yearbook photo taken by school photographer, Delightful Pearls; receive their school ID; and receive their parking permit if payment was already made. **Parents MUST have registered their student online prior to this event!** Parents can turn in school physicals, school fees, and/or any missing paperwork. Please note that social distancing guidelines will be followed and masks are to be worn.

REGISTRATION PROCESS

New this year – ONLINE REGISTRATION. NCHS will be utilizing an online registration process. Regpack is the district's secure online parent/guardian information portal. Parents/Guardians of returning students (this includes freshmen who registered in the winter during 8th grade registration night) may access Regpack as early as today but must do so by August 7, 2020.

To access a new Regpack account:

1. Go to <https://www.nchs18.org> for details or the direct link is <https://www.regpack.com/reg/NCHS>
2. Choose 'Create Account'
3. You may register one high school student at a time, paying for each student separately. If you are registering multiple children in your family, you must register and pay for each child separately. You can mail a check to the high school office, postmarked by August 7, 2020 or pay online by credit card (4% fee) or using your checking account (2% fee).

REGISTRATION PROCESS –NEW STUDENT REGISTRATION

New families are encouraged to register their child(ren) for the next school year as soon as possible so that the district can finalize staffing needs, classroom assignments, course schedules, and bus routes, all of which are based on the fall enrollment numbers.

To register, parents/guardians will need to submit the following documents by email to mmcanally@nchs18.org, or in-person and/or by mail to the school office at 413 Chicago Road, Newark, IL 60541.

- Child's birth certificate;
- Proof of child's immunizations;
- and 3 proofs of residency (email mmcanally@nchs18.org for the 3 types of required paperwork)

Once the new student registration documents are accepted by the school or district, parents/guardians will receive an email or a phone call from NCHS with directions on registering your student(s).

FEES AND PAYMENT PROCESS

All fees must be paid prior to the start of the school year. Make checks payable to Newark Community High school (write the student's name and grade in the memo portion of the check). Checks can be mailed, checks must be received by August 7, 2020. Credit Card payments will be accepted starting July 1 using the Regpack website that will charge a convenience fee of 2% to 4% based on your amount owed. If you are directly certified (qualify for SNAP, TANF, or Medicaid) your \$200 school fee is waived, you must contact the school office informing them that you qualify. You must email jingraham@nchs18.org stating you qualify. The Free and Reduced Lunch Application is located on the school website, under the Student/Parent Resources tab, downloads.

[MORE INFORMATION ON BACK](#)

HEALTH REQUIREMENTS

Parents/Guardians are urged to discuss any physical or emotional problems that their child may be experiencing with the student's teacher, the school social worker and/or nurse.

<u>Type</u>	<u>Grade Level</u> – Mandatory Forms	<u>Deadline</u>
Physicals & Immunizations	Grade 9 & all students entering District 18 for the first time	*October 1
Vision	All transfer students new to Illinois	October 1
Dental	Grade 9 & 10, all students entering District 18 for the first time	May 15

*No exceptions. Students not in compliance will be excluded from school.

Physicals and Immunizations Freshmen Physicals must be dated within one year from the first day of school and must be completed on the State of Illinois Certificate of Child Health Examination form (not the Sports Physical form) dated "11/2015." Blank forms are located on the school website under the student services tab, school nurse.

Vision examinations must be completed on a State of Illinois Eye Exam Report form by a licensed ophthalmologist or optometrist. Blank forms are located on the school website under the student services tab, school nurse.

Dental examination must be completed on an Illinois Department of Public Health Proof of School Dental Examination form. It cannot be completed more than 18 months prior to the May 15 deadline for students who are currently enrolled. Blank forms are located on the school website under the student services tab, school nurse.

MEDICATION

If it is necessary for a student to receive medication during school hours (including over-the-counter medication such as cough drops and herbal supplements), an Authorization and Permission for Administration of Medication form, which includes parent/guardian permission and a orders by a licensed physician, MUST be on file in the health office at the student's school. Forms are available in the health office and on the district website. Both sections of the form must be completed before school personnel can dispense any medication. We do accept e-signatures from physicians. Medications are to be dropped off to the health office by the parent/guardian in the original labeled container from the pharmacy. Students are expected to go to the nurse's office to take their medication.

TRANSPORTATION SERVICES

Bus routes are developed using information from registering your student online. The sooner registration information is collected from families, the earlier route pick up/drop off locations and times can be finalized.