



OAK LAWN COMMUNITY HIGH SCHOOL DISTRICT 229

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Correspondence for Families Who Did Not Complete the 2019-2020 Registration Process

August 1, 2019

Dear Students, Parents, and Guardians:

Subject: 2019-20 Back-to-School LATE Registration Process

You are receiving this correspondence to explain the required steps in our 2019-20 Back-To-School Registration Process. According to our records, you did not complete the registration process; therefore, the following steps need to be completed in person to maintain your student's enrollment. If your student no longer plans to attend Oak Lawn Community High School, please contact Registrar Adrienne Gannon at 708/741-5626.

The parent or legal guardian is required to attend one of the following:

Required: Back-to-School Onsite Registration Sessions

Tuesday, August 6, from 10:00 a.m. to 7:00 p.m.

Monday, August 12, from 7:00 a.m. to 4:00 p.m.

During the required onsite registration session, families will have several steps to complete. Please come prepared to avoid any further delay. The steps include: 1) Residency Validation; 2) Fee Payments/Fee Waivers/Payment Plans; and 3) Skyward Information Verification.

Lines and wait times may be long. Please plan accordingly.

Please review the entire packet and contact the following staff members for questions:

Residency Validation/Questions Donna Brehovsky, 708/741-5610

Enrollment Adrienne Gannon, 708/741-5626

The school's website, www.olchs.org, is an excellent source for up-to-date information.

#olchspride,

Dr. Jeana Lietz
Principal



**Back-to-School Registration Process
(For Families that DID NOT COMPLETE their Residency Validation)**

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Residency Validation. Families will need to prove residency at the first station during the Back-to-School Registration session on August 6 or 12, 2019. Please review the required residency documentation prior to the session. Additionally, complete the paperwork prior to attending and bring copies of the required documentation. Please refer to the enclosure in this mailing for the required documentation. Again, this is the first step in the process and no other steps can be processed until your residency has been approved on August 6 or 12, 2019. DO NOT send documentation in advance. The opportunity to have documents submitted on-line ended on May 31, 2019. Bring copies of the documentation with you.

Athletic Booster Club Membership. Parents and students can secure Athletic Booster Club memberships (\$15/person) through the OLCHS WebStore from the school's website, www.olchs.org.

Calendar Magnet. A calendar magnet is included in this mailing.

First Day of School. The first day of school for all students is Thursday, August 15, 2019, following Bell Schedule A. Freshmen and transfer students are required to attend the New Student Orientation Day on Wednesday, August 14, 2019, from 8:32 a.m. to 1:30 p.m. Please refer to the website for additional information.

Free Lunch. Free lunch information is available on the website (www.olchs.org) and in the Business Office. For families who are completing their Residency Validation on August 6 or 12, 2019 the form should be submitted and approved during that assistance session.

Hallway Lock/Locker. Locks will be distributed to freshmen during the New Student Orientation Day on Wednesday, August 14, 2019. Returning students should use their previous year's lock or purchase a new lock from the Deans' Office on the first day of school.

Handbook. The 2019-20 Student-Parent Handbook can be viewed online as a PDF file and can be printed as desired.

ID Photograph. Students will have their ID pictures taken during the iPad Pick-Up Day, on Monday, August 12, 2019.

iPad Pick-Up Day/iPad Insurance. An iPad will be issued to new students and students who did not keep their iPad over the summer during the iPad Pick-Up Day on Monday, August 12, 2019, from 9:00 a.m. to 5:30 p.m.

Parent/Guardian Contact Information. Families will update their contact information as part of the online Skyward verification process.

Parent Teacher Student Association (PTSA) Membership. Parents and students can secure PTSA memberships (\$8.00) through the OLCHS WebStore from the school's website, www.olchs.org.

Parking Permits. Student parking permits are available to Juniors and Seniors for \$150/school year and can be purchased through the OLCHS WebStore from the school's website, www.olchs.org.

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Payments –Payments in Full. Families will have the opportunity to make fee payments by cash, check or credit card. Checks should be made payable to OLCHS and include the student's ID number.

Payments –Partial Payments, Payment Plans, & Fee Waivers. Families seeking to make partial payments, establish payment plans, or request a fee waiver will complete the process during the Back-to-School Registration sessions on August 6 or 12, 2019. Families requesting fee waivers should review the Free Lunch/Fee Waiver application and bring the required documentation.

Physical Education Uniform. Physical Education uniforms will be sold on campus during the iPad Pick-Up Day on Monday, August 12, 2019, from 9:00 a.m. to 5:30 p.m. The uniforms can also be purchased the first week of school during the lunch periods or throughout the school year at Burbank Sports, 5500 West 79th Street, Burbank, Illinois, 60459; 708/422-7777.

Physical/Health Record. Freshmen/new students must submit a physical and immunization records before registration can be finalized per Illinois state requirements. Please return the completed physical folder, provided to you at Incoming Freshmen Curriculum Night, to the Main Office (Monday through Thursday, 7:30 a.m. – 3:30 p.m.) to avoid any delays in the student's registration process. Please contact School Nurse Amy Tucker at 708/741-5640 or atucker@olchs.org for additional information.

Schedule. Families will receive the student's class schedule at the Back-To-School Registration session. If a student feels their schedule is not correct they should email their guidance counselor.

Skylert/SchoolMessenger. Families can update their Skylert/School Messenger settings through the "Skylert" tab within Skyward Family Access. The information is used to determine what telephone numbers, email addresses, and text messages families will receive notifications at in case of emergencies or for general information.

Student Cafeteria. Country House Restaurants and Kitchen is the student cafeteria food service vendor. Families interested in putting lunch money on the student ID card should visit the school's website, www.olchs.org, <http://www.olchs.org/students/cafeteria-services/> and use the link to MealTime.

Textbooks. Students will be issued textbooks during the first week of school.

Yearbooks. Yearbooks can be purchased through the Jostens website, <http://www.jostensyearbooks.com/>.

Yearbook Photographs. Yearbook Photographs will be taken during School Picture Day on Tuesday, August 20, 2019, during the student's physical education class. Seniors should have their picture taken during the summer at one of the senior portrait sessions on campus. Refer to the school's website for more information.

