



OAK LAWN COMMUNITY HIGH SCHOOL DISTRICT 229

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DISTRICT FAX (708) 424-5297 TELEPHONE (708) 424-5200 HIGH SCHOOL FAX (708) 424-5263

Correspondence for Families Who DID NOT Complete the Residency Validation

July 1, 2020

Dear Students, Parents, and Guardians:

Subject: 2020-21 Back-to-School Registration Process

You are receiving this correspondence to explain the required steps in our 2020-21 Back-To-School Registration Process. According to our records, you did not complete the Residency Validation process; you must prove residency before completing the registration process outlined below. If you do not prove residency your student will not be allowed to attend classes in the fall. 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 prove residency as soon as possible. Please email or fax required documents to dbrehovsky@olchs.org or bring physical copies to office 126, Monday – Thursday 8:00 AM – 2:00 PM. All families need to prove residency before paying fees or verifying their Skyward information (Options Below). Once residency is proved the options below will be opened and made available. **All three steps, Residency, Fees, and Skyward Verification, must be completed by July 31, 2020 in order to receive your student's schedule on Monday, August 3, 2020.**

This letter identifies the next steps in the Back-to-School Registration process. Families are encouraged to complete all steps on-line. Families requiring a fee waiver will need to come to campus in early August with the appropriate documentation. New this year partial payments and payment plans can be setup on-line. All families are required to verify their Skyward information in order to access student's schedules on Monday, August 3, 2020.

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

New Enrollment	Adrienne Gannon, 708/741-5626
Residency Validation/Questions	Donna Brehovsky, 708/741-5610

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

#olchspride,

Dr. Jeana Lietz
Principal

v06/22/20



**Back-to-School Registration Process
(Continue Here Once Residency has been Approved)**

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Option #1: Online



Beginning Friday, July 10 and continuing through Friday, July 31, log-in to Skyward and select the “enrollment” tab to begin the verification process. Next, families can immediately pay their fees through their Skyward Family Access account using the “Fee Payment” tab using a credit card or by submitting check or cash payments to the school. New this year, families can elect to make partial payments on-line.

Note: For Skyward Family Access, incoming freshmen, transfer students, and those who forgot their password should use the ‘forgot password’ link within the Skyward Family Access to gain their username and password. Everyone else will use their previous Skyward username and password. Questions regarding Skyward Family Access should be directed to 708/424-5200 x0.

Option #2: Assistance Session

Beginning on Friday, July 10 families should first check their Skyward Family Access account to see if their registration fees have been waived automatically based on criteria from the State of Illinois. Otherwise families requesting fee waivers or free lunch applications may submit documents electronically. Information regarding the submission process can be found on page 4 of this letter.

Families who have been automatically waived or those seeking a fee waiver must complete the Skyward verification steps online.

Families needing technical assistance or requiring an in-person appointment should call 708/424-5200 x0.

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.

First Day of School. The first day of school for all students is Wednesday, August 19, 2020, following Bell Schedule A. At this time, planning for the fall semester is still ongoing. Information regarding the start of the school year will be shared as the district works with the guidance from the Illinois State Board of Education and the Illinois Department of Public Health.

Free Lunch. Free lunch information is available on the [website](#) link and in the Business Office. Families who complete the fee waiver process will automatically receive a free lunch.

Hallway Lock/Locker. Locks will be distributed to freshmen during the New Student Orientation Day on Tuesday, August 18, 2020. Returning students should use their previous year’s locker and lock. New locks are available for purchase from the Deans’ Office on the first day of school.

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Handbook. The 2020-21 [Student-Parent Handbook](#) can be viewed online as a PDF file and can be printed as desired.

ID Photograph. Information regarding ID pictures for Freshmen and new students will be shared at the start of the school year.

iPad Pick-Up Day/iPad Insurance. iPad pick-up information will be shared as soon as it is available. iPad insurance fees will be waived for the 2020-2021 school year. All students will receive iPad insurance this school year. Damage deductibles for iPad repair and replacement fees can be found in the [Student Handbook](#) on page 20.

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 (\$10.00) through the OLCCHS 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 OLCCHS WebStore from the school's website, www.olchs.org.

Payments—Full Payment, Partial Payments, Payment Plans. New this year, the Back-To-School Registration Process can be completed online by making full payment, a partial payment, or no payment by acknowledging the family's responsibility to make payments throughout the year. Families are encouraged to pay fees using a credit/debit card. Otherwise, cash payments will be accepted at the school (Monday through Thursday, 8:00 a.m. – 2:00 p.m.) or checks can be dropped-off or mailed to the District/Business Office. Checks should be made payable to OLCCHS and include the student's ID number. **Families who had their 2020-21 fees automatically waived are still responsible for completing the Skyward verification steps online.**

Fee Waiver. New this year, instead of visiting campus, families requesting a 2020-21 fee waiver/free lunch should submit documentation to feewaiver@olchs.org (the documentation includes the following: SNAP Benefit Letter with Case Number; or 2019 Federal Income Tax Return with W-2 Forms; or if employment has recently changed, 3 current pay stubs, unemployment letter, etc.). The email requesting the fee waiver should include: 1) student's name/ID Number; 2) parent's name; 3) parent's phone; 4) the number of people in the household; and 5) a PDF version of the requested documents. Parents who are unfamiliar with emails and submitting PDF documents are encouraged to ask their students for assistance. Many of our current students can use their iPad to assist parents. If email is not an option, please mail the documents to the school. The documentation will be reviewed by the OLCCHS staff. Additional information regarding fee waivers and free lunch are available on the [website](#). Upon review, the family will be notified, and the student's Skyward account will be updated. **Families requesting fee waivers/free lunch must still complete the Skyward verification process online.**

Physical Education Uniform. Physical Education uniforms will be sold on campus when students return. 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.

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Physical/Health Record. Freshmen/new students must submit a physical, immunization, and dental 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, 8:00 a.m. – 2:00 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 who completed the online registration process and submitted payments in full will have access to class schedules on Monday, August 3, 2020. If a student feels their schedule is not correct, they should email their school 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 25, 2020, 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.