

**NEW STUDENT ENROLLMENT CHECKLIST**  
**Dunlap High School**

Initial Visit:

- Proof of Residency (Cilco bill, signed lease, tax bill)  
Check residency at [www.co.peoria.il.us/](http://www.co.peoria.il.us/)
- Forms Completed  
Student Profile  
Residency Form  
Record Release Form
- Guardianship papers (if appropriate)  
Guardianship form must also be completed

The following must be received from student or previous school:

- Birth Certificate
- Health Records  
Physical (9<sup>th</sup> grade)  
Immunizations (tetanus booster at 9<sup>th</sup> grade)

Students entering from **another state** also need within 30 days of enrollment date:

- Physical on Illinois State physical form
- Eye Exam on an Illinois State eye exam form

This is pre-registration. A registration packet will be sent in May for the following school year.

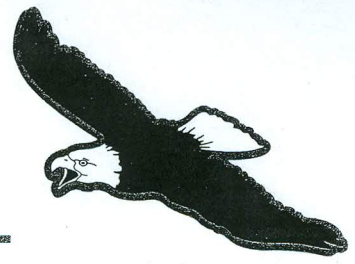
**Administrative Procedure - Establishing Student Residency- Dunlap School District #323**

Actor	Requirements and Actions that Must Be Completed
Anyone Seeking to Enroll a Student	<p>Must present a certified or registered birth certificate for the student.</p> <p>Must present proof of residency within the District by providing the required number of documents from each of the following categories:</p> <p><u>Category I</u> (One document required)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Most recent property tax bill and proof of payment, e.g., canceled check or Form 1098 (homeowners)</li> <li><input type="checkbox"/> Mortgage papers (homeowners)</li> <li><input type="checkbox"/> Signed and dated lease and proof of last month's payment, e.g., canceled check or receipts (renters)</li> <li><input type="checkbox"/> Letter from manager and proof of last month's payment, e.g., canceled check or receipt (mobile home residents)</li> <li><input type="checkbox"/> Notarized letter of residence from landlord in lieu of lease</li> <li><input type="checkbox"/> Notarized letter of residence to be used when the person seeking to enroll a student is living with a District resident</li> </ul> <p><u>Category II</u> (Two documents showing proper address are required)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Driver's license</li> <li><input type="checkbox"/> Vehicle registration</li> <li><input type="checkbox"/> Voter registration</li> <li><input type="checkbox"/> Most recent cable television and/or credit card bill</li> <li><input type="checkbox"/> Current public aid card</li> <li><input type="checkbox"/> Current homeowners/renters insurance policy and premium payment receipt</li> <li><input type="checkbox"/> Most recent gas, electric, and/or water bill</li> <li><input type="checkbox"/> Current library card</li> <li><input type="checkbox"/> Receipt for moving van rental</li> <li><input type="checkbox"/> Mail received at new residences</li> </ul>
Anyone with a Custody Order Seeking to Enroll a Student	Presents court order, agreement, judgment, or decree that awards or gives custody of the student to any person (including divorce decrees awarding custody to one or both parents).
Non-Parent Seeking to Enroll a Student	Must complete and sign <i>Evidence of Non-Parent's Custody, Control, and Responsibility of a Student</i> form.
Anyone with a Custody Order Seeking to Enroll a Student	Presents court order, agreement, judgment, or decree that awards or gives custody of the student to any person (including divorce decrees awarding custody to one or both parents).
Non-Parent Seeking to Enroll a Student	Must complete and sign <i>Evidence of Non-Parent's Custody, Control, and Responsibility of a Student</i> form.

Date: \_\_\_\_\_

Administration Signature: \_\_\_\_\_

# Dunlap High School



THOMAS J. WELSH, PRINCIPAL  
AMBER R. HEFFNER, ASSISTANT PRINCIPAL  
WESTON P. WOLVEN, ASSISTANT PRINCIPAL

[www.dunlapcusd.net/dhs](http://www.dunlapcusd.net/dhs)  
5220 W. Legion Hall Rd.  
Dunlap, IL 61525  
TELEPHONE: (309) 243-7751  
FAX: (309) 243-9565

Dear New Dunlap High School Parents and Students:

Welcome to Dunlap High School! We are looking forward to your arrival and assisting you in your transition into our high school. Enclosed in this envelope are the materials required for the 2011-2012 school year registration process. Please read through and complete all the enclosed forms, send appropriate monies for clubs and yearbook, and return them.

- Demographic Information Form – verify info/make corrections
- Residency and Registration Form - sign
- Internet Use Form – signed by parent AND student
- Physical Form (freshman only – **MANDATORY** by the 1<sup>st</sup> day of school)
- State of Illinois Eye Examination Form (out of state transfer students only)
- Music Booster Club
- Parents' Club – note the online submission procedure
- Yearbook
- Activities Code Meeting Information and Season Tickets

⇒ No student fees are due at this time. Student fees will be distributed in a mailing mid June. Please note that there is not a flat fee for high school students. Your fee sheet will identify the amount owed for your student. PE uniforms and locks need to be purchased only if student has a PE class. Please wait to pay fees until you receive the fee sheet in the mail.

All students who have returned the above registration information will receive their schedule in the June mailing as well. **If we do not receive the registration forms, your student will not receive their schedule.**

Bus schedules will be posted in the building on Wednesday, August 10. **The first day of school for freshman ONLY is Monday, August 15. Freshman orientation will start at 2:15 p.m.** There will be no bus service on this day. The first day of school for all students is Wednesday, August 17. This will be a ½ day with the day ending at 12:00 noon. Buses will run as scheduled. Lunch money may be deposited into student accounts on the first day of classes or during freshman orientation.

***FRESHMAN/TRANSFER STUDENTS from out of state:***

Freshman and out of state transfer students may **NOT** start the first day of school **until** the Illinois Health Physical form is completed with up to date shot records. Transfer students from out of state are also required to provide proof of a vision examination. These forms can be mailed to the address listed above or brought to the high school office at any time prior to the start of school.

We are excited to welcome you to our outstanding high school.

Sincerely,

A handwritten signature in black ink that reads "Thomas Welsh".

Thomas Welsh

**STUDENT PROFILE  
DUNLAP HIGH SCHOOL**

Grade Entering \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Birthplace \_\_\_\_\_ Gender  M  F

List Siblings and their School \_\_\_\_\_

**Guardian Information**

Name \_\_\_\_\_ Name \_\_\_\_\_

Relation to Student \_\_\_\_\_ Relation to Student \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City State Zip \_\_\_\_\_ City State Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address \_\_\_\_\_ @ \_\_\_\_\_ Email Address \_\_\_\_\_ @ \_\_\_\_\_

Employer \_\_\_\_\_ Employer \_\_\_\_\_

Work Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Emergency Contact** (Guardians will be contacted first)

Name \_\_\_\_\_ Relation to Student \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell / Work Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Health Information** (This information is requested so we can provide every means of health and safety for your child.)

Food or Medicine Allergies (also give reaction) \_\_\_\_\_

Any other medical issues the school should know about this student \_\_\_\_\_

**Attention Seniors** – The name on our diploma will be the same first, middle, and last name that is provided on the first section of this form. If you want any changes to your name, clearly print it below.

\_\_\_\_\_

