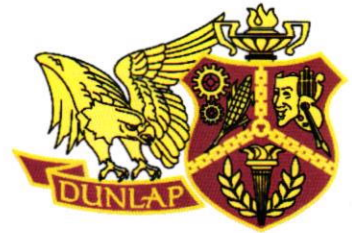


Dunlap High School



Katie Cazalet, Principal
Arianne Felts, Assistant Principal
Adam Mize, Assistant Principal
Amelia Roberts, Assistant Principal

www.dunlapcusd.net/dhs
5220 W. Legion Hall Road
Dunlap, IL 61525
Telephone: 309-243-7751
Fax: 309-243-8825

Welcome to Dunlap High School!

To begin the registration process please provide a copy of your child's certified birth certificate and three proofs of residency. Residency is broken down into two categories. You will need to provide one proof from category one and two proofs from category two. [Examples of residency can be found here.](#)

Once three proofs of residency and your child's certified birth certificate, along with the new student packet, have been provided, you will receive a code that will allow you access to our online registration portal. You are welcome to email the documentation to dhsregistrar@dunlapcusd.net or drop it off at the school office anytime Monday through Friday from 8-4pm.

I look forward to working with you during the registration process. If you have any questions, please let me know and I will do my best to help.

Kim Wulfekuhle
DHS Registrar
kwulfekuhle@dunlapcusd.net
(309)243-7751 ext. 10407

Empowering Individual Potential

Student Demographics – Dunlap High School



Student's **Legal** Name (Last, First, MI) _____

Home Phone (_____) _____ - _____ Grade Entering _____ Gender M F

Date of Birth _____ - _____ - _____ City/State Born In _____

Date Expecting to Start Attending _____

Address _____ City _____ State _____ Zip _____

List Siblings in Dunlap CUSD _____

Guardian Information

Name _____ Name _____

Home Phone (_____) _____ - _____ Home Phone (_____) _____ - _____

Cell Phone (_____) _____ - _____ Cell Phone (_____) _____ - _____

Address _____ Address _____

City State Zip _____ City State Zip _____

Relation to Student _____ Relation to Student _____

Email Address _____ Email Address _____

Employer _____ Employer _____

Work Phone (_____) _____ - _____ Work Phone (_____) _____ - _____

Emergency Contact (Other than guardians, guardians will be contacted first)

Name _____ Relation to Student _____

Phone (_____) _____ - _____ Home Cell Work (please circle one)

Name _____ Relation to Student _____

Phone (_____) _____ - _____ Home Cell Work (please circle one)

HOME LANGUAGE SURVEY - Dunlap CUSD #323

2023- 2024

The state of Illinois requires each district to collect a Home Language Survey for each new student. The primary purpose of this form is to identify students who may need bilingual and/or English as a Second Language services. This information is also used to count the students whose families speak a language other than English at home. This document will then become a part of your child's school records.

Student's Name: _____ Date of Birth: _____

School: _____ Parent Contact Information _____

Was your child **born** in the U.S.? _____ YES

_____ NO

Date he/she entered the U.S.: _____

Has your child **lived** in the U.S. for the past 12 Months? _____ YES _____ NO

Languages:

Is a language other than English spoken in your home?

_____ Yes (What language?) _____ (If Chinese, please specify Mandarin or Cantonese)

_____ No

Does your child speak a language other than English?

_____ Yes (What language?) _____ (If Chinese, please specify Mandarin or Cantonese)

_____ No

If the answer to EITHER of the above questions is "YES" the school will assess your child's English language proficiency.

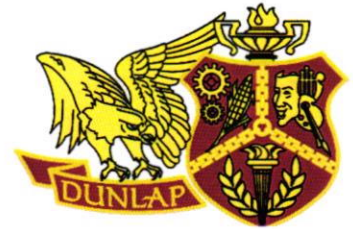
Do you need school documents provided in your home language?

_____ No, I agree to receive all written communication from school in **English**.

_____ Yes, if possible, translate written communication into my home language.

Parent Signature: _____ Date: _____

Dunlap High School



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Dunlap, IL 61525
Telephone: 309-243-7751
Fax: 309-243-8825

RECORD REQUEST

_____ has enrolled at Dunlap High School.

Please email the following requested records to dhsregistrar@dunlapcusd.net.

- Official transcript of all course grades and credits
- Current grades in all classes the student was enrolled in at the time he/she transferred or left school
- Medical, immunization and dental records
- Pertinent testing information
- Special Education records
- Birth Certificate
- Student Transfer Form (Illinois public school students only)

Parent/Guardian

Date

Thank you for your cooperation in this matter.

Sincerely,

Katie Cazalet, Principal
kcazalet@dunlapcusd.net

Kim Wulfekuhle, Registrar
kwulfekuhle@dunlapcusd.net

Previous School: _____

Street Address: _____

City, State, Zip: _____

Phone #: (_____) _____ **Fax #:** (_____) _____

Dunlap High School

5200 Legion Hall Rd

Dunlap, Illinois

309-243-7751

Dear Parent/Guardian,

Welcome to Dunlap High School. Upon reviewing your student's medical records, we need the following information for your student to be in compliance with the State of Illinois Health Requirements. The following requirements are still needed:

___ Illinois School Physical (due in 30 days)

___ Dental Exam (due by May 15)

___ Vaccine Records (due in 30 days)

___ Vision Exam (due by May 15)

Dunlap School District Registration Date _____

Per district policy, all new students have 30 days to provide an Illinois School Physical and Vaccination Records. We will review vaccination records and contact you if there are any missing vaccines. A student must be compliant with the School Physical and all vaccinations within 30 days of registration. **If your student does not have the required paperwork on file within 30 days of the registration date above, they will be excluded from school until paperwork is received.**

Please reach out to Michelle McDonald at mmcdonald@dunlapcusd.net with any questions or to email any paperwork.

Thank you!

DUNLAP COMMUNITY UNIT SCHOOL DISTRICT #323

Establishing Student Residency – Administrative Procedure 7:60 AP2

Revised 10/10/2017

Anyone seeking to enroll a student must present the following before students may be enrolled in the District:

- Certified or registered Birth Certificate for the student.
- Proof of residency within the District.
- Court order, agreement, judgment or decree granting custody if applicable.

Residency documents to be provided:

Category 1 (One document required)

- Homeowners: Most recent property tax bill and proof of payment (Canceled check or Form 1098)
- Homeowners: Mortgage papers
- Renters: Signed and dated lease and proof of last month's payment or deposit (Canceled check or receipts.)
- Letter of residence from landlord in lieu of lease (**7:60-AP2, E1** on District website www.dunlapcusd.net)
- Letter of residence to be used when the person seeking to enroll a student is living with a District resident (**7:60-AP2, E2** on District website www.dunlapcusd.net)

Category 2 (Two documents showing proper address are required)

- Driver's license
- Vehicle registration
- Voter registration
- Most recent cable television and/or credit card bill
- Current public aid card
- Current homeowner/renters insurance policy and premium payment receipt
- Most recent gas, electric, and/or water bill
- Receipt for moving van rental

Military Personnel Enrolling a Student for the First Time in the District

Any military personnel enrolling a student for the first time must provide one of the following within 60 days after the date of student's initial enrollment)

- Postmarked mail addressed to military personnel
- Lease agreement for occupancy
- Proof of ownership of residence

DUNLAP COMMUNITY UNIT SCHOOL DISTRICT #323

Military Personnel Wanting to Keep Child/Ward Enrolled in the District Despite Having Changed Residence Due to a Military Service Obligation.

- Upon submitting a written request, the student's residence will be deemed to be unchanged for the duration of the custodian's military service obligation.
- The District is not responsible for the student's transportation to and from school.

Military Personnel Placing Non-Resident Child/Ward with Non-Custodial Parent While on Active Military Duty.

- A student will not be charged tuition while he or she is placed with a non-custodial parent (a person who has temporary custody of a child of active duty military personnel and who is responsible for making decisions for the child).
- Any "special power of attorney" created by the student's parent/guardian for the District to follow must be provided.
- A special power of attorney authorizes: (1) the student to enroll in a district of the non-custodial parent, and (2) the non-custodial parent to make decisions for the student. Any special power of attorney will be filed in the student's temporary record.

Non-Parent Seeking to Enroll a Student

- Must complete and sign Evidence of Non-Parent's Custody, Control, and Responsibility of a Student form. (7:60-AP2, E3 on District website: www.dunlapcusd.net).

Upon submitting a written request, the student's residence will be deemed to be unchanged for the duration of the custodian's military service obligation. The District, however, is not responsible for the student's transportation to or from school.

WARNING:

If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for non-resident tuition from the date the student began attending a District school as a non-resident.

A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)).

A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that District without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).

2023-2024 DUNLAP CUSD #323 CALENDAR

| AUGUST 2023 | | | | | | |
|-------------|---------------|---------------|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| SEPTEMBER 2023 | | | | | | |
|----------------|--------------|----|----|----|---------------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

AUGUST

- 7-9 New Teacher Orientation
- 14-15 Teachers Institute Day - No Student Attendance
- 16 First Day of School for Students

SEPTEMBER

- 4 Labor Day - No School
- 22 School Improvement Day - Half-Day for Students

OCTOBER

- 9 Teacher's Institute Day - No Student Attendance
- 19-20 Conferences - No School

NOVEMBER

- 10 School Improvement Day - Half Day for Students
- 22-24 Fall Break - No School

DECEMBER

- 22 All Buildings Will Dismiss One Hour Early
- 25-29 Winter Vacation - No School

JANUARY

- 1-5 Winter Vacation - No School
- 8 First Day of Second Semester
- 15 Martin Luther King's Birthday - No School

FEBRUARY

- 16 School Improvement Day Half Day - for Students
- 19 President's Day - No School

MARCH

- 22 School Improvement Day - Half Day for Students
- 25-29 Spring Vacation - No School

APRIL

- 1 No School - First Emergency Day (If needed)

May

- 3 Teacher's Institute Day - No Student Attendance
- 10 No School - Second Emergency Day (If needed)
- 17 No School - Third Emergency Day (If needed)
- 24 No School - Fourth Emergency Day (If needed)
- 27 Memorial Day - No School
- 28 No School - Fifth Emergency Day (If needed)

| OCTOBER 2023 | | | | | | |
|--------------|--------------|----|----|---------------|---------------|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| NOVEMBER 2023 | | | | | | |
|---------------|----|----|---------------|---------------|---------------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| DECEMBER 2023 | | | | | | |
|---------------|---------------|---------------|---------------|---------------|---------------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| JANUARY 2024 | | | | | | |
|--------------|---------------|--------------|--------------|--------------|--------------|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| FEBRUARY 2024 | | | | | | |
|---------------|---------------|----|----|----|---------------|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |

| MARCH 2024 | | | | | | |
|------------|---------------|---------------|---------------|---------------|---------------|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| APRIL 2024 | | | | | | |
|------------|--------------|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| MAY 2024 | | | | | | |
|----------|---------------|---------------|----|----|---------------|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| | |
|--|--------------------|
| | No School |
| | Half-Day of School |

Dunlap CUSD #323

400 S. Fourth Street, Dunlap, IL 61525

Phone: 309-243-8700 - Fax: 309-243-8678

www.dunlapcusd.net