



## NEW LENOX SCHOOL DISTRICT 122

### NEW STUDENT REGISTRATION

1. Go to our district website: [www.nlsd122.org](http://www.nlsd122.org) > Parents & Students > Registration > New Student Pre-Registration Form Link
2. The registration department reviews the online pre-registration — please allow up to two business days.
3. *Once approved, you will receive a response email including instructions to create a **PowerSchool account**, and how to complete the full registration process.*
4. In PowerSchool, select your student, click on Forms and then Enrollment (Forms). You must complete Forms 1 through 8.
5. You will need to submit several required documents to complete registration including:
  - ✓ Birth Certificate
  - ✓ Proof of Residency Documents (see attached)
  - ✓ Illinois State Transfer Form (when transferring from another public school)
  - ✓ Physical, Dental, and Vision Exam forms if available
6. When a form is complete, it will say *Pending*. If the form is incomplete, it will say *Not Started*.
7. The school fee is \$255 (2025-2026 School Year) / \$260 (2026-2027 School Year) and is due at the time of registration.
8. When all forms say Pending, the registration department will review all registration forms for completion and submission of all required documents. This typically takes *at least* two business days during the school year, but may take longer during summer registration.

Please note that Transportation Services will typically start the third day after online registration is completed by the parent (example: online registration and all documents successfully submitted on Monday, student's first day of transportation is Thursday).

#### PowerSchool Tips:

- ❖ All registration is done online in PowerSchool, which can be accessed through our district website: [www.nlsd122.org](http://www.nlsd122.org) > Parents & Students > PowerSchool Parent and Student Login
- ❖ If you are accessing PowerSchool on a browser from your *phone* or *tablet* (versus a laptop or PC), you must click *EXIT TO MAIN PS SITE* to see all links (like Returning Registration, Transportation, etc).
- ❖ We do **not** recommend using the PowerSchool *app*, as it typically does not include all features and services.

# NEW LENOX SCHOOL DISTRICT 122

## REQUIRED DOCUMENTS FOR NEW STUDENTS DUE AT TIME OF REGISTRATION

Copy of **Birth Certificate** from county in which child was born (certified/registered copy not the hospital copy)

Proof of **Residency**: one primary (1) Category I document and three secondary (3) Category II documents

Proof of **Custody** (if necessary)

Copy of **IEP** (if student has one)

Copy of **Health** forms Dental Exam Mandate: for grades K, 2, 6

Physical Exam: K, 6 and all Transfers from out-of-state

Vision Exam: for grade K and all Transfers in from out-of-state

Latest **Report Card**

Illinois State **Transfer Form** - if transferring from another Illinois public school

Student Registration Fee **Payment**

\* If a student is new to the district or *has moved within the District*, proof of residency must be provided. \*

*Please submit all required documents to:*

**powerschool.nlsd122.org**

registration@nlsd122.org

New Lenox School District 122

102 S. Cedar Rd

New Lenox, IL 60451

815-485-2169

## CATEGORY I

### ONE (1) of the following specific documents are required- NO SUBSTITUTES

- Most recent mortgage statement (coupon books are not accepted)
- Most recent property tax bill
- Signed and dated lease with last month's payment, e.g. cancelled check or renter's receipt.
- Mortgage Settlement/ HUD statement from closing if have within 30 days.
- Affidavit of Residency (signed and notarized) — When a person living with a district resident is seeking to enroll a student, both the student's family AND the district resident need to complete the Affidavit *and* provide proof of residency documentation
  - The student's parent/guardian needs to complete Affidavit form Part I *and* provide three (3) documents from Category II.
  - The district resident needs to complete the Affidavit form Part II *and* provide one (1) document from Category I *and* three (3) documents from Category II.

## CATEGORY II

### THREE (3) documents showing property address are required

#### **Examples:**

- Current driver's license
- Current vehicle registration
- Most recent gas, electric, and/or water bill (must show service address)
- Most recent cable television or internet bill (must show service address)
- Most recent cell phone bill
- Current public aid card
- Current bank statement
- Current homeowner's/renter's insurance policy with premium payment receipt
- Current paystub
- Voter registration card