



NEW LENOX SCHOOL DISTRICT 122

REGISTRATION PROCESS (2021-2022)

March 26, 2021: Last day to register a new Kindergarten student for next school year.

You can get a copy of all the needed registration paperwork by emailing Registration@NLSD122.org or by calling our office at 815-485-2169. Please drop off registration documents at the NLSD122 District Office Secure Drop Box at 102 S. Cedar Road, New Lenox, IL or documents may be mailed to NLSD122 102 S. Cedar Rd. New Lenox, IL 60451

Reminder: Current Cherry Hill students (including speech only services) who are attending NLSD122 Kindergarten next fall are considered "returning students (see below for returning students)."

April 12, 2021: First day to register returning students for next school year. If you need help setting up your Powerschool account or resetting a password; please email ps_questions@nlsd122.org.

Please register your returning students online through Powerschool. The easiest way to access Powerschool is through the District website at www.nlsd122.org and selecting Powerschool Parent Login under Featured Pages at the bottom right hand corner.

Final day to register online for returning students is April 23, 2021.

June 1, 2021: First day to register new students for the next school year.

You may request a registration packet by emailing Registration@NLSD122.org

Completed registration documents may be returned by:

- Dropping off at the NLSD122 District Office secure locked drop box at 102 S. Cedar Road
- Mailing completed registration documents to NLSD122 102 S. Cedar Rd. New Lenox, IL 60451
- Emailing the documents to Registration@NLSD122.org

School Fee Payments:

You have two options regarding school fee payments when you register:

- 1) Pay online using E-Funds
- 2) Check the box indicating that you anticipate a fee waiver (eligibility of waiver must be established before August 15th).

Please contact payments@nlsd122.org regarding any school fee related questions.

Financial Support:

You may apply for National School Lunch Program free or reduced meals by completing a Free & Reduced lunch application. An application may be downloaded on our website or you may request an application by emailing financialsupport@nlsd122.org. If you qualify for the National School Lunch Program free meals, you will automatically qualify for a NLSD122 school fee waiver.

Past Due Balances:

If you still owe any past due fee amounts, please email payments@nlsd122.org to check your balance and set up a payment plan.

Anyone with an outstanding balance of \$110 or more will have a hold placed on their online Powerschool registration access. You must contact payments@nlsd122.org to set up a payment plan in order to gain access to the online registration system.

Residency Affidavits:

Families registered under an affidavit must fill out an affidavit form and provide updated residency documents each school year. Please email all required documents to Registration@NLSD122.org or drop the documents in the District Office drop box located at 102 S. Cedar Rd. New Lenox, IL 60451.

If you have any questions regarding the affidavit process, you can email Registration@nlsd122.org. Letters regarding the affidavit process were also sent out to families the week of March 1st.

Reminders:

- Every child that is currently sitting in a classroom in the District and/or receiving any Special Education service, must be registered for the upcoming year, with the exception of current 8th grade students.
- If you are sure your child will not be returning next school year, please contact your student's current school office to complete the drop/transfer process.
- If you are unsure if your child will be returning, please register and if your plans change, contact your child's school later.
- In-person meetings are available by appointment only at the District Office. Most registration questions can be answered through email or over the phone. If you require in-person help with registration, please call District Office at 815 485 2169 to set up an appointment.
- The "Parents and Students" web page on the District website has all information needed.
 - <http://www2.nlsd122.org/c/index.php/parents-and-students/>
- Please also reach out to your school directly for questions or concerns regarding this school year or changes and expectations for next school year.
- Updated registration forms and documents for the next school year will be posted on the district website before the start of Returning Student Registration.

If you need assistance in any way, please contact us anytime using the below contacts:

ps_questions@nlsd122.org - Please send an email to this address if you have any questions regarding access to your Powerschool account; including password reset questions. (Returning Students Only)

Registration@nlsd122.org - Please use this email address if you need assistance with the registration process.

Registration@nlsd122.org - Please use this email address to submit residency documents or for any questions regarding residency.

Payments@nlsd122.org - Please use this email address for any school fee payment questions including the need to request a payment plan for past or current school fees.

Financialsupport@nlsd122.org - Please use this email address if you are interested in applying for a school fee waiver / National School Lunch Program free or reduced meal. If you qualify for the National School Lunch Program free meals, you will automatically qualify for a NLSD122 school fee waiver.

(815) – 485 – 2169 – NLSD122 District Office main phone number

NLSD122 District Office Secure Drop Box – Please utilize the NLSD122 District Office Drop Box located on the West side of the District Office (Cedar Rd. side) to drop off any documentation that you may not be able to send electronically. The drop box is monitored daily and we will confirm with you once your items are received. NLSD122 District Office is located at 102 S. Cedar Rd. in New Lenox.

NLSD122.org – Please remember that the most up to date information is continuously posted in the NLSD122 website. You may look up any NLSD122 staff email address on the website and send them an email as well. NLSD122 staff are continuously monitoring email and providing support.