

Dear Parent/Guardian:

District 7 staff members are diligently planning for the re-opening of schools for the 2020-2021 school year. We will be releasing District 7's plan for the re-opening of schools as soon as possible; however, we want to ensure that we have further guidance from the local health department, Illinois State Board of Education, and other agencies prior to releasing the finalized plan. One measure we are taking to ensure the safety of students, staff, and parents in preparation for the 2020-2021 school year is to offer online registration for all returning families. The online registration window will open on **Thursday, July 9** at 8:00 a.m. and will close on Friday, July 24 at 4:30 p.m. You will be emailed additional information regarding how to access online registration as we get closer to this date.

All returning students to District 7 can register in person OR will be able to register fully online if three proofs of residency can be uploaded. All new students to the District and all Kindergarten students will be able to begin registering online, but will be required to provide residency documents in person to complete the registration process at their designated schools during the following dates/times:

- **Edwardsville High School:**
 - Wednesday, July 22 9:00 a.m. – 3:00 p.m.
 - Thursday, July 23 12:00 p.m. – 7:00 p.m.
 - Friday, July 24 9:00 a.m. – 3:00 p.m.
 - Monday, July 27 12:00 p.m. - 7:00 p.m.
 - Tuesday, July 28 9:00 a.m. – 3:00 p.m.

- **Liberty and Lincoln Middle Schools:**
 - Tuesday, July 21 1:00 p.m. – 7:00 p.m.
 - Wednesday, July 22 1:00 p.m. – 7:00 p.m.
 - Thursday, July 23 1:00 p.m. – 7:00 p.m.

- **All Elementary Schools:**
 - Wednesday, July 22 12:00 p.m. – 7:00 p.m.

A follow up communication will be sent to all families with further details regarding how to access the online registration system and use the Pick-A-Time system to schedule an in-person appointment to register and prove residency, if necessary. More details will be provided for how middle and high school students will be able to schedule a time to come to the school to pick up their schedules and get ID photos taken.

During the Edwardsville student registration process legal guardians will be required to provide documentation for both student enrollment and residency. Before enrolling a child the legal guardian must provide proof of residency. Illinois School Code states that a child is entitled to enrollment in a district wherein he/she resides. The code further defines residence as a physical presence with an intention to remain on a permanent basis with the person(s) who have legal custody of the child.

Proof of residency in the Edwardsville School District requires documentation with matching address of residence from each of the following categories to complete the registration process.

Category I – (One Document Required from this Category)

- Mortgage Papers (Homeowners)
- Current Lease (Signed & dated)
- 2019 Property Tax Bill
- Letter of residence (citing address) from landlord in lieu of lease (Must include contact phone number of landlord)
- Madison County Occupancy Permit with the child's name and the parent's/guardian's name(s) listed on the permit

Category II – (Two Documents Required from this Category) **MUST CONTAIN ENROLLMENT ADDRESS**

- Driver's license
- Vehicle registration
- Vehicle Insurance Card with address
- Current Voter registration
- Most recent gas, electric, and/or water bill
- Most recent cable television bill
- Most recent credit card bill
- Current public aid card with address
- Home/Rental Insurance Policy and receipt of payment

NO BANKING DOCUMENTS ARE ACCEPTABLE

We appreciate your patience and understanding as we implement a new online system for registration. It is our hope that this process will be more efficient for families and provide a better experience. We look forward to working with your student this fall!