



**JOSEPH SEARS**  
EST. 1899

## Family Registration Checklist (K-8)

The following checklist items are to be completed by families enrolling their (K-8) student(s) at The Joseph Sears School. All registration forms are available on the District website under the District Forms page.

1. \_\_\_\_ **Family Information Form:** This form provides the district with general information about your family. This form can be submitted in hard copy to the Joseph Sears Front Office or emailed to [swhite@kenilworth38.org](mailto:swhite@kenilworth38.org).
2. \_\_\_\_ **Online Registration:** Complete the online registration process through the Infosnap portal at <http://www.kenilworth38.org/>. You will be prompted to select a World Language, sign up for the Milk Program, pay for school fees, and pay for any sports fees.
3. \_\_\_\_ **Verification of Residency:** This form requires parents to verify their residency within district limits and certify parent or guardian status over a student. This form along with original supporting documents must be submitted to the Joseph Sears Front Office. You will need the following:
  - **One of Category I:** Real estate tax bill, signed lease, mortgage papers, agreement of sale, affidavit from local resident that person enrolling student is living with the owner at no cost (original, hard copy documents)
  - **Two of Category II:** Driver's license, gas/electric bill, auto registration, credit card bill, home insurance papers, voter registration documentation (original, hard copy documents)
4. \_\_\_\_ **Birth Certificate:** An original, hard copy, certified or registered Birth Certificate is required. A valid Passport is acceptable at the time of registration, but then you must provide a Birth Certificate to the school within 30 days. Age requirements are as follows:
  - Kindergarten students must be at least 5 years old by September 1
  - First grade students must be at least 6 years old by September 1
5. \_\_\_\_ **Consent for Release of Student Records:** New students who have attended school elsewhere must have their cumulative records transferred to Kenilworth School District No. 38 (including any student services documents or early childhood intervention documents).
6. **Health Forms:**
  - \_\_\_\_ Physical Exam: All students must have a physical completed by a U.S. doctor on the Illinois form.  
*All immunizations must be completed before the first day of attendance.*
  - \_\_\_\_ Dental Exam: New kindergarten, 2nd grade and 6th grade students must have this form completed.
  - \_\_\_\_ Eye Exam: New kindergarten students and students from outside Illinois must complete this form.
  - \_\_\_\_ Medication Form: This form is required for students who require medication and needs to be signed by both the guardian and physician.
7. \_\_\_\_ **Pay Fees:** Please be sure that all school fees are paid prior to the first day of attendance.