

BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS

Secretary Initials on line

REGISTRATION CHECKLIST

1. _____ Proof of residency
_____ Photo ID 1. _____ 2. _____
2. _____ Birth Certificate or
_____ 30 days Notice DUE: _____
3. _____ Guardianship papers (if applicable)
4. _____ Home Language Survey (send copy to Support Programs / Original kept in Student Cum folder)
5. _____ Mark Ethnicity in District Database
6. _____ **IEP** (if applicable / give folder to principal when completed) **Principal Initials:** _____
7. _____ Student Transfer form
8. _____ Health Records (make sure nurse has signed off)
9. _____ Fees
_____ Paid _____ Medicaid Card (copy of card)
_____ Approved Payment Plan (principal initials & include form) **Principal Initials:** _____
10. _____ Date registration is completed _____ **Start Date:** _____
11. _____ Placed on a class list
_____ Notify homeroom teacher / teachers (art, gym, music, Reading, etc.)
12. _____ Data entered in District database
13. _____ Type Permanent Record Card (PRC) Pencil in Phone number and Address.
14. _____ Report Card
15. _____ Log in - Transfer In Book
_____ Request Records from previous school

TRANSFER OUT CHECKLIST

1. _____ Transfer Form - copy for parent and copy for cum folder Date of Transfer: _____
2. _____ Physical & Shot record – copy for parent
3. _____ IEP – copy for parent (if applicable)
4. _____ Permanent Record Card (PRC)
On front: Type-Transfer Out date, grade, & why/where they are going
On Back: school year, attendance (=175 or 176 this number will be given to you each school year via the district calendar), averaged grades, school name, & homeroom teacher's signature
5. _____ Report Card (Stapled on top of current year papers)
6. _____ Signed Authorization for Release of Records
7. _____ Withdraw Student in District database (use above transfer date)
8. _____ Log in – Transfer Out Book
9. _____ **IEP Student:** inform Support Programs *immediately* and send to them *immediately*:
_____ Cum Folder (with current year stapled with **Report Card** on top)
_____ Health Folder
_____ Transfer Form (copy goes in health folder)
_____ PRC (Completed on front & back, put in health folder)
_____ Signed Authorization for Release of Records (put in health folder)

Principal has looked over cum folder before sending out

Principal's Signature: _____