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PENNOYER SCHOOL

Proudly Serving the Communities of Harwood Heights, Norridge and Norwood Park Township, Unincorporated
Educating the Minds of Tomorrow

May 12, 2017

Dear Parents and Guardians,

It is time to start preparing for the upcoming 2017-2018 school year. **Preschool and kindergarten** registration will be separate; you will be receiving information concerning preschool and kindergarten registration in the beginning of June. Registration for the 2017-2018 school year will be a **2-step process**:

Step 1- Online Pre-Registration & Fee Payment

Online registration and fee payment for all 1-8 returning students will open **Friday, May 12 after 4pm online through Skyward Family Access. There will be separate instructions for preschool and kindergarten registration.** Parents/Guardians will need to login to online registration through Family Access in Skyward. If you need help navigating Skyward, please call the Pennoyer Office 708-456-9094 between the hours of 10:00-2:00 or between 3:00-4:00. Attached is a reference guide that will help you navigate the Skyward registration process. There will be a \$25 late fee **per student** for **registration fees** that are not paid by **June 30, 2017**. Bus registration and payment must be completed by June 30th.

2017-2018 Fees:

	KG-3	4th	5th	6th	7th	8th
Registration	150.00	150.00	150.00	150.00	150.00	150.00
Cap & Gown						30.00
Recorder		8.00				
Recorder Book		3.00	5.00	7.00		
Total	150.00	161.00	155.00	157.00	150.00	180.00

Additional Fees:

Physical Education uniforms 6-8 grade only = \$16.00 per set (\$8 each piece) 6-8 graders can purchase gym uniforms at **Residency Registration in July.**

Bus Service (per student) \$300.00

You can pay your fees online through RevTrak in Family Access in Skyward or you may send a check or money order to the Pennoyer office.

***Cash payments will no longer be accepted for registration and/or bus fee**

5200 North Cumberland Avenue • Norridge, Illinois 60706
 PHONE 708-456-9094 • FAX 708-456-9098 • www.pennoyerschool.org

*At Pennoyer School, we are dedicated to the development of our children academically, emotionally, and socially.
 We must prepare our students to become life-long learners, positive contributors of our community
 and responsible citizens of a global society.*

Step 2- Residency Verification, Medical Forms & Final Paperwork

In order for your child/children’s registration to be complete, you must verify residency and provide the district with the necessary school health information*. Residency verification & final paperwork will take place at Pennoyer School on:

Tuesday, July 25 9:00am-3:00pm
Wednesday, July 26 2:00pm-7:00pm

If you are unable to attend either date above, please contact the Pennoyer office to make an appointment. *Walk-ins will not be accepted.*

Your child/children will not be considered registered until all the registration steps are complete. Should you have any questions, please feel free to call the office.

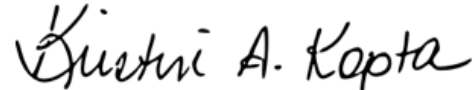
Listed below are the Medical Forms needed for the 2017-2018 school year.

Kindergarten	2nd Grade	6th Grade	7 & 8th Grade
Physical Health Examination & Immunization Record		Physical Health Examination & Immunization Record	
Dental Exam	Dental Exam	Dental Exam	
Vision Exam		IHSA Sports Physical	IHSA Sports Physical
		Concussion Form	Concussion Form

Residency verification forms and medical forms will be sent out to all families via Skyward at the end of June.

I am looking forward to another great school year!

Sincerely,



Kristin A. Kopta, Ed.D
Superintendent