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# PENNOYER SCHOOL

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

April 13, 2018

Dear Parents and Guardians,

It is time to start preparing for the upcoming 2018-2019 school year. **Preschool and kindergarten** registration will be separate; you will be receiving information concerning preschool and kindergarten registration before the end of April. Registration for the 2018-2019 school year will be a **2-step process**:

## **Step 1- Online Pre-Registration, Bus Registration & Fees Payment**

### **STUDENT REGISTRATION AND FEES**

Online registration and fee payment for all 2018/2019 1st -8th grade returning students will open **Friday, April 13 after 4pm online through Skyward Family Access**. *There will be separate instructions for preschool and kindergarten registration that will be sent home later in April.* **Registration will close on Friday, May 11.**

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 3:15-4:00. 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 **May 11, 2018**.

In order to qualify for a fee waiver, you must qualify for free or reduced lunch. Below is a link to this year's free and reduced lunch guidelines:

<https://www.isbe.net/Lists/News/NewsDisplay.aspx?ID=1167>

### **2018-2019 Fees:**

	KG-3	4th	5th	6th	7th	8th
Registration	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
Cap & Gown						\$30.00
<b>Total</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$200.00</b>	<b>\$230.00</b>

5200 North Cumberland Avenue • Norridge, Illinois 60706  
 PHONE 708-456-9094 • FAX 708-456-9098 • [www.pennoyerschool.org](http://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.*

## **BUS REGISTRATION AND FEE**

### **Bus Fees are \$1000.00 (per student)**

Bus registration will also open during this time. If you would like your child(ren) to take the bus, you will need to add that fee(s) to your cart in Skyward or pay the bus fee in the office. The 2018-2019 bus fee is \$1000 per student and must be paid in full. Bus fees will need to be paid in full by Friday, May 11 so we can make arrangements with First Student Bus Company. Once paid, bus fees will be non-refundable unless the bus service is canceled due to lack of enrollment. **If the bus is canceled, a refund, less the processing fee, would be given by May 25.**

### **Important Information Concerning the Bus**

- The bus fee will not be waived.
- If there are not enough students signed up for the bus, we will have to cancel the bus.
- We may have to consolidate buses and routes, depending on the amount of students who sign up for the bus. (Bus A, B, or C and bus routes will not be decided until a later date) This also may result in longer bus routes and ride times with an earlier pick up and later drop off.
- We cannot accept payment plans.
- If the bus is canceled, we will provide a full refund, less the processing fee, to parents in 5-10 business days.

## **FEE PAYMENT**

You can pay your fees online through RevTrak in Family Access in Skyward or you may send a check or money order payable to "**Pennoyer School**"

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

**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.**

## **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:

**Wednesday, July 11, 8:00am- 12:00pm    BREAK    1:00pm-3:00pm**  
**Thursday, July 12, 12:00pm-4:00pm    BREAK    5:00pm-7:00pm**

If you are unable to attend either dates 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.

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**Listed below are the Medical Forms needed for the 2018-2019 school year.**

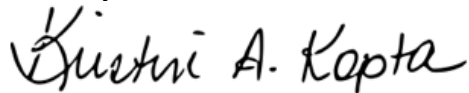
Kindergarten	2nd Grade	6th Grade	7 & 8th Grade
<i>*Physical Health Examination &amp; Immunization Record</i>		<i>*Physical Health Examination &amp; Immunization Record</i>	
Dental Exam	Dental Exam	Dental Exam	
Vision Exam		IHSA Sports Physical	IHSA Sports Physical
		Concussion Form	Concussion Form

**Students who do not have the necessary medical forms will not be able to start on the first day of school.**

Residency verification forms and medical forms will be sent out to all families via Skyward and will be available on the Pennoyer website mid-June. These forms will be due at the residency verification.

I am looking forward to another great school year!

Sincerely,



Kristin A. Kopta, Ed.D  
Superintendent

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