



Township High School District 214 Online Enrollment Tips 2011-2012

General Tips

- The items with a red asterisks (*) on the online enrollment form are required fields. You will not be able to submit the form without filling out the required fields.
- Review the information you completed on each page before clicking the Next Page button. If nothing happens, check that you completed all the required information correctly. As stated above, fields with red asterisks are required so you cannot move on until all those fields are completed.
- Mistakes on the Online Enrollment Form: If you print the Enrollment Form and notice there is an error in the information, DO NOT submit a 2nd entry on the online enrollment. Instead, email the changes to Mary Quinn at mary.quinn@d214.org or Julie Kim at julie.kim@d214.org. If you prefer to call, you can call 847-718-7665 or 847-718-7939.
- Change of Test Date: If you chose one test date and decide to go to another test date instead, DO NOT submit a 2nd entry on the online enrollment system. Instead, just show up on the different test date. We are only trying to get an idea of who will come for planning purposes. You do not need to notify us of a change of test date.

Section A – Student Information

- Student Name: Use the official birth name. Also, remind your student to use the same name during testing.
- Suffix: This section only needs to be completed if students have a suffix after their name, such as John Smith II, or Benjamin Jones Jr.
- Other: if you choose other in any of the drop down menus. Make sure to type in the choice that is not available in the dropdown menu.
- Have you ever been enrolled in a District 214 school? Yes, should only be marked if the student took an individual course at one of our high schools while in junior high or middle school. This does not include summer camps.
- School you will attend: You should select the name of the District 214 high school the student will attend in the fall of 2012, based on attendance boundaries. If you are not sure which high school to choose, please contact Mary Quinn at 847-718-7665 or Julie Kim at 847-718-7939.

Section B – Parent/Guardian Information

- Parent/Guardian Information - This section should be completed for parents/guardians residing at the same address as the student.
- Legal Guardians: If you choose Mother Only, Father Only, or Other, type an explanation into the text box. You will need to bring the original documentation to the student services department at the high school. If you have questions, please contact the student services department at the high school.

Section C – Additional Parent/Guardian Information

Note: You only need to complete this information if there is a parent/guardian living at a different address than the student. If this does not apply to you, skip this section and go to Section D.

Section D - Emergency Contact Information

The Emergency Contact information should be someone other than the parent/guardian. This number would be used in an emergency, if the parent(s)/guardian cannot be reached on any of the numbers provided in the Parent/Guardian sections.

Section E - State and Federal Regulations

State Textbook Question: During certain years the state will provide our district with state owned textbooks. It is required by the state that we get parent/guardian permission to allow students to use these books. Please check the box.

HOME LANGUAGE SURVEY: The Illinois State Board of Education requires schools to determine the language spoken at home by each child. This information is essential in order for schools to provide meaningful instruction for all students.

Your form is completed when you see the printable enrollment form and the text, “The Student details are submitted successfully.”

To print or save the enrollment card for your records, do one of the following:

1. Click the “Export” icon in the gray bar below and export the enrollment card to the format of your choice. Then save or print the enrollment card.
2. Click the “Printer” icon in the gray bar below and follow the printing prompts on the screen.
NOTE: If the “Export” and “Printer” icons are not working, enable the popup blocker on your browser. You can find the popup blocker settings under preferences or tools.

Thank you for your assistance in providing this very important information for your student's high school records.