

# Burbank School District 111

## Registration and Enrollment Information

Burbank School District 111 is excited to offer online registration through InfoSnap for all new and returning students. InfoSnap is a secure and green online registration process.

**Current Students** receive personalized letters via U.S. mail that includes a secure log-in (snapcode). You will need this to begin the registration process. The letter includes detailed instructions on how to access InfoSnap through the District 111 website and how to begin the registration process. You must go through the online process for each returning student. **If you did not receive the snapcode letter you must register at your child's school and verify residency.**

**New to District 111?** Just click the registration/enrollment link on the district website and start a new registration. A staff member will contact you with next step instructions.

### ENROLLMENT AND RESIDENCY DOCUMENTATION REQUIREMENTS

Children who will be five (5) years of age on or before September 1 may be enrolled in kindergarten. Children who will be six (6) years of age on or before September 1 may be enrolled in first grade.

#### School Residency Verification

Basic documents to be provided by the parent for student enrollment are as follows:

1. Official birth certificate
2. Current physical and immunization form
3. Illinois State transfer form, if applicable

Basic documents for residency verification:

1. One of the following documents: mortgage papers, real estate tax bill, property title, copy of signed lease, letter from landlord with phone number if the landlord does not provide a current lease; AND
2. Two of the following documents: driver's license or state ID card, current gas or electric bill, current automobile registration, current automobile insurance, current homeowner's or renter's insurance.

School enrollment and residency documentation is required when you are:

- Enrolling in District 111 for the first time
- Transferring into District 111
- Changing schools due to changes in residency within District 111
- **School residency verification is required annually**

#### Physical Examinations/Immunization Records/Dental Examinations

Students enrolling in school for the first time, transferring into District 111, or those changing schools within the District due to a change in residence must present a copy of a current physical examination and immunization record prior to beginning school. The Illinois School Code requires students to submit a report of physical examination and the dates that immunizations were received in order to attend school. Immunization requirements are subject to change. For info and forms, go to [www.bsd111.org](http://www.bsd111.org), click Departments, Health and Wellness.

#### Supply Fees

Grades K-5: \$75    Grades 6-8: \$85    Late fees of \$25 will be incurred October 1.