



NEW AND RETURNING Student

Registration Process 2022/2023

Online registration opens July 1st at 12:00pm

Online Registration will open July 1st at 12:00pm for ALL NEW and Returning families

If you would like to use our computers to register please come to In Person registration **Tuesday, July 12** 7:30-11:00am and 12:00-2:00pm or **Wednesday, July 13** 1:00pm-4:00pm and 5:00-8:00pm. These dates are by appointment only. Please visit www.willowspringsschool.org after July 1st for the In Person Registration Link.

All New and Returning students are required to register. The registration fee is \$75.00* per child. **If you register on or before July 12 and July 13 the fee is \$55.00.** Fees can be paid online after you complete registration. Any SNAP/Medical Card/Public Aid fee waivers will automatically be applied to your student(s) account on July 1st.

Registration documents, school physical forms and student supply lists can be found on our website at www.willowspringsschool.org under the " Important Info" section. Any questions please contact the school at 708-839-6828 during summer office hours: Monday to Friday 8:00am -2:00pm.

RESIDENCY VERIFICATION REQUIRED DOCUMENTS

All documents must be issued within the last 30 days and show parent/guardian name and address.

You must provide a valid State ID, Driver's License or Passport, one (1) document from Category A and two (2) documents from Category B. All documents must be submitted to complete the registration process.

No Exceptions. Please Be Prepared with all Documents.

Category A – One (1) document

Category B – Two (2) documents

- Real estate tax bill
- Mortgage statement
- Signed lease & payment receipt for the current month (Only for Willow Springs Residents)
- Residency/Attestation for Sterling Estates Residents Only (The Sterling Estates office will provide you with this approved form. Form must include parent/guardian name and student name. **Residency forms will be available from the Sterling Estates office starting June 15.**

- Gas bill
- Electric bill
- Current Water/Sewer bill
- Cable Bill
- Car Loan Statement
- Credit Card Statement
- Bank Statement
- City Sticker Receipt

- Student registration fee is \$75.00 per child. Students who register on or before July 12 and July 13 will receive a \$20.00 discount per student. Any student(s) registering on July 15 and future dates must pay the full \$75.00 registration fee.
- Students entering 3rd Grade and new to the school students in 4th grade are required to purchase a music recorder. Students will use this in 3rd and 4th grades. The fee is \$10.00.
- 8th Grade student graduation fee will be \$80.00. Guardians will be notified if this changes.
- There will be additional fees throughout the year for field trips. Guardians will be notified of these costs.
- Tour of the school for NEW FAMILIES will be Friday, July 15th Please choose a time: 10:00am or 5:00pm.

THE FIRST DAY OF SCHOOL FOR 1ST- 8TH GRADE IS WEDNESDAY, AUGUST 17.

THE FIRST DAY OF SCHOOL FOR KINDERGARTEN IS FRIDAY, AUGUST 19.