



Welcome to School District U-46

Online Registration is Now Open for families NEW to our district for the 2020-21 school year.

Due to the current and unprecedented circumstances regarding social distancing, we are requesting all families to register online. This detailed step by step guide can help you as you navigate the OLR. Your registration for next year is vital and will help us prepare for the upcoming school year.

Step 1: Documents Required for All New Student

Below is a list of sections in the application that will allow you to upload documents. If you do not have a document scanner or a scanning app on your phone you can take a picture of the full document and email the documents to yourself, making the files available for uploading.

A. Home Address Affirmation Tab - Provide Proof of Residency (Categories A & B)

We require two (2) documents for Proof of Residency, requirements are listed on our Proof of Custody and Residency Form. - [English](#) or [Spanish](#)

B. Student Tab

• Birth Certificate

While this can be uploaded to the application, a copy of the official document must be presented at the school for each new student registered again at a later date.

• Transcripts

If you don't have transcripts you can also upload a records release form. The **Consent for Release of Records** form will be needed to allow the district to obtain records from your child's previous school. - [English](#) or [Spanish](#)

• Health Records (Upload button is located toward the bottom of the Health Services Tab)

Click here to view the [Health Services Reminders and Forms](#) website for required records. Note: Health Service records requires documents to be formatted as a PDF.

Step 2: Begin your OLR [New Family Online Registration Form](#).

Returning families with new students should register through the link in Campus Parent

- A. **Important! Write down your OLR application number _____**
- B. Make sure you enter an email address, it will be necessary in order to contact you.
- C. Answer all required questions. Use the "Next" button to move to the next page or "Save" if you are unable to continue. You can access your application again by going back to the New Family OLR link, enter your application number at the start page for already started applications.
- D. Register all or your children regardless of grade or school they will attend. You may enter pre-school age children as students, this is not a guarantee of placement, but will help you if your child qualifies for services. Children not of age, or not attending U-46, should be listed as "Non-U46 Student".
- E. Step parents or grandparents are not considered guardians, they should be listed as emergency contacts.
- F. Parents/Guardians should not be listed as Emergency.
- G. Upload as many of the required documents as possible.
- H. Use the red SUBMIT button when you have completed all sections of the application.

Step 3: After submitting OLR

Before a student can be enrolled district staff must approve your application. We will use the phone number or email address provided by the guardian filling out the form if there are any questions.

- A. After you submit the OLR, you will see a pop-up regarding registration fees and Campus Parent login information. Your Campus Parent account will be set up after your student is enrolled into the assigned school and instructions will be emailed to you.
- B. There may be other documents required by the district that your school may ask for. For a list of these documents, please see the **Printable Registration Forms** section on our website
- C. If you are unsure what school your child will attend, please consult [What School Do I Attend?](#) Schools are assigned according to your home address.
- D. Transportation information will be provided toward the start of school in August for students who qualify for transportation service.

For more information, visit [u-46.org](#), and go to [Registration](#), or scan the code below:

For questions, please contact the Student Registration Office through the [Contact Us](#) link for a prompt response.

Department E-mail: Registration@u-46.org

Lynn Ward, Registration Coordinator
847-888-5000 Ext. 5715

Rosa Ramirez, Registration Secretary
847-888-5000 Ext. 5016 (para Español)



Registration Website