



**2022-23**

# Registration Guide

Parents/Guardians will register all of their students at the same time, Preschool through 12<sup>th</sup> grade.  
If you are new or need assistance:

**CONTACT HAWK HOLLOW AT 630-540-7676 FOR IN-PERSON ASSISTANCE.**

## **STEP 1** Online Registration – Opens April 1<sup>st</sup> for all U-46 students

**Unfortunately, smartphones cannot be used to fill out the Online Registration Application.**

All of your students will be registered on the same application, no matter the school, age or program.

- If you currently have students enrolled at U-46, use your [Campus Parent account](#). Only the parent/guardians listed in the primary household have access to online registration.
  - Review Demographics for each currently enrolled student using the MORE tab.
    - Contact your school to make any changes before filling out the Online Registration application.
    - If all the information is correct, then go to the Online Registration link to register all of your children
    - If you have children listed in the Non-U-46 Students section that you would like to enroll, use the blue edit button next to their name and check the box at the BOTTOM to move them to the student section.
    - If you have new students that are not listed in the Non-U-46 section, only add them to the student section.
    - For more information, go to [www.u-46/registration](http://www.u-46/registration) and select [Current Families](#)
    - Forgot your username or password? Go to [district.u-46.org/campus/request.cfm](http://district.u-46.org/campus/request.cfm) or visit [www.u-46/registration](http://www.u-46/registration) and select Campus Parent Login Assistance
- If you are a new family to the district, please use the New Family registration guide on our website and use the New Family Kiosk link for your application

**Important!** Write down your Application Number \_\_\_\_\_

**NOTE:** Step parents or grandparents are not considered guardians, they should be listed as emergency contacts. Parents/Guardians should not be listed as Emergency Contacts.

## **STEP 2** Contact your child's school to provide the following

- Student's Birth Certificate
- Proof of Custody and Residency with proof of residency from Category A + B as listed on the form
- Home Language Survey (if you answered yes to either Home Language question online)
- Pre-Admission Health Form
- Physical and Immunization updates will be due prior to the first day of school.

**NOTE:** If you do not have access to: a computer or tablet, printer or unable to scan documents, please contact your school or contact us below.

For more information or to print out required forms, visit the Registration website [www.u-46.org/registration](http://www.u-46.org/registration),