

Online Registration Instructions

Pennoyer School District #79

This PDF is meant to help guide you through the process of registering your child(ren) as new students to Pennoyer School.

Before getting started, please have these documents ready to submit:

- Birth Certificate
- Driver's License
- Current Utility Bill
- Current Mortgage Statement, Lease, or Tax Bill

1. Please visit our website in order to create your account for registration. [This link will take you to the New Students page.](#)
2. Next, click on the "Begin New Registration" option.



Home / Registration / New Students

REGISTRATION

- District Boundaries
- Residency Requirements
- New Students**
- Returning Students
- Health Forms
- Calendar

New Students

Families that are new to Pennoyer School District who would like to register their child/children for the 2021/2022 school year should use the New Student Online Enrollment link below to begin the process.

If you have any questions regarding registration, contact Denise Armenta at 708-456-9094 (opt 3) or darmenta@pennoyerschool.org.

Registration Portal

[Begin New Student Registration](#)

[Continue New Student Registration](#)

Registration Instructions and FAQ


[Simplified Instructions](#)

[Detailed Instructions](#)

[Frequently Asked Registration Questions](#)

- A new link will appear with an “**Account Request**” form to complete. *This form must be completed in order to request an account that you will then use to log in to the secure system.* Please make sure to fill out all necessary information.

NEW TO PENNOYER ENROLLMENT



Account Request

This form is the first step to enrolling your new student online. Complete it to request an account that you will use to log in to a secure system.
Complete required fields to request an account to enroll your students.

Enter the name of the legal parent/guardian of the student you want to enroll


* Guardian Legal First Name:
* Guardian Legal Last Name:
Guardian Legal Middle Name:
Guardian Legal Name Prefix: Guardian Legal Name Suffix:

Guardian contact information

* Guardian Email Address:
* Re-type Email Address:
* Guardian Primary Phone Number:

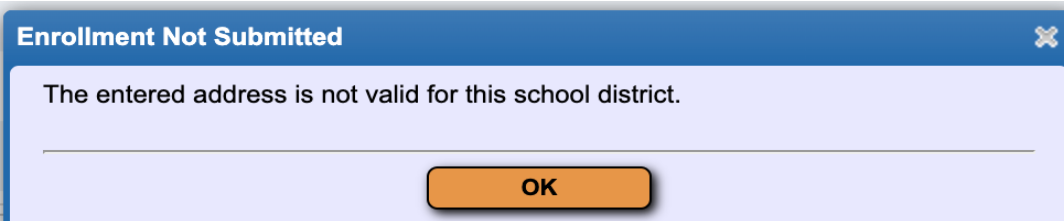
Address: * House #: Direction: * Street Name: Apartment:
P.O. Box: Address 2: City: State: * Zip Code:

Complete the security dialog

I'm not a robot 

Asterisk (*) denotes a required field
[Click here to submit Account Request](#)

- Please make sure to enter a **valid address**. If you enter an address that is **not within the school district**, you will receive an error message. **You may not live within the school district boundaries and therefore cannot register for Pennoyer School.**



Enrollment Not Submitted

The entered address is not valid for this school district.

Please be sure to correct this before proceeding to the next step.

- Once you have completed this form, make sure to check the “**I’m not a robot**” box at the bottom of the screen. You can then select “**Click here to submit Account Request**” that is displayed at the bottom of the form.



Click here to submit Account Request

- When the “**Account Request Confirmation**” box appears, please select “**Ok.**” Your account is now complete. **Your login information will be sent to the email address provided by you.** Please **check your email** for the login credentials you will use to complete the registration process.
- [Please click on this link](#) to sign in with your **login credentials**. You will be directed to the login page to enter in your credentials.

Pennoyer School District 79

SKYWARD®
Pennoyer Elementary School District 79

Login ID:

Password:

[Forgot your Login/Password?](#)

05.22.02.00.04

Login Area:

Staff: Use the Single Sign On (SSO) button above to sign in with your Pennoyer School OneLogin account
Parents: Use the Skyward Login ID provided by the school office

- Once you log in, you can then begin the registration process. Please follow each instruction carefully. **All items marked with a red asterisk (*) are required fields.**

NEW TO PENNOYER ENROLLMENT

Pennoyer School District 79

Application Form

Instructions for completing the student application
Answer the questions to progress through the application form. Click 'Save and Continue to Fill Out Application' to save your progress and stay on this screen. Click 'Save and go to Summary Page' to save your progress and return to the summary page. Click 'Leave WITHOUT Saving' to return to the summary page without saving.

Asterisk (*) denotes a required field Please Note: Only one step may be edited at a time

Step 1: Student Information

Instructions for completing Student Information
Please enter name EXACTLY as it appears on the Birth Certificate.

* Last Name: * First Name: Middle Name:

Name Suffix: * Gender:

* Date of Birth: Age: * Birth City on Birth Certificate: * Birth State on Birth Certificate:

* Birth Country on Birth Certificate: * Birth County on Birth Certificate:

Mom's Maiden Name on Birth Certificate:

* Local Race:

* Is Student Hispanic/Latino?:

* Federal Race: American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander

9. After completing Step 1 of the application form, please make sure to select **“Complete Step 1 and move to Step 2: Family/Guardian Information”** at the end of the **Step 1** box. Screenshots are provided below.

Instructions for completing Student Information
Please enter name EXACTLY as it appears on the Birth Certificate.

* Last Name: * First Name: Middle Name:
Name Suffix: * Gender:
* Date of Birth: Age: * Birth City on Birth Certificate: * Birth State on Birth Certificate:
* Birth Country on Birth Certificate: * Birth County on Birth Certificate:
Mom's Maiden Name on Birth Certificate:
* Local Race:
* Is Student Hispanic/Latino?:
* Federal Race: American Indian or Alaska Native
(select all that apply) Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White
Ancestry:
* Language Spoken Most: * Native Language:
* Language Spoken at Home:
* Military Connected: ?
 Has student transferred from another Illinois school? Has student attended this district previously?
Previous School District: School in the District Student Previously Attended:

You are enrolling your student into the **Current School Year (2021 - 2022)**
* Expected Enrollment Date: (The first day of school is 08/19/2021)
* Expected Grade Level: * Expected School to Enroll into:

Do you have internet access?
Additional Information:
(on the Student for the District)

Maximum characters: 5000, Remaining characters: 5000

Complete Step 1 and move to Step 2: Family/Guardian Information **Complete Step 1 Only**

Complete Step 1 and move to Step 2: Family/Guardian Information

Click on the above ^button before proceeding to Step 2 of the application form.

10. Continue filling out Steps 2, 3, and 4.

For Step 2: Enter the information for the **“Primary Guardian and the Family this Student lives with.”** **All items marked with a red asterisk (*) are required fields.**

Step 2: Family/Guardian Information

Enter Information for the Primary Guardian and the Family this Student lives with

Enter Information for the Family this Student lives with

* Primary Phone: (55-5)-555555

House #: 23W300 Direction: Street Name: NORTH AVE SUD: #:

* Home Address: P.O. Box: Address 2: City: State: Zip Code: 60137

* County:

Mailing Address: (if different than home address) House #: Direction: Street Name: SUD: #:

P.O. Box: Address 2: City: State: Zip Code:

Enter Information for the Primary Guardian of the Family this Student lives with

* Last Name: Testersonn * First Name: Testina Middle Name:

Name Suffix: Name Prefix: * Date of Birth: * Gender:

* Relationship to Child: * Marital Status:

* Does this guardian have custody of the child?: No * Is this guardian allowed to pick up the student from school?: No

Should this guardian also be considered an Emergency Contact?

* Cell Phone: Work Phone: * Contact Email Address: xoxogm2@gmail.com

Language: Employer:

Work Hours:

Are there other Legal Guardians who live at this address?

After completing the necessary fields, you can choose between the options “Yes, I want to Add another Legal Guardian who lives at this address” (**Father/Mother**) or “No other Legal Guardians live at this address.”

Are there other Legal Guardians who live at this address?

Please note that only one step may be edited at a time. Once you select the button for completion, you only have the option of viewing that step, so please make sure the information is accurate before completing the step.

If you select, “No other Legal Guardians live at this address”, you will be prompted to answer “Are there other Legal Guardians who live at a different address?” You can choose to add a Legal Guardian or to complete Step 2 and move to Step 3.

Are there other Legal Guardians who live at a different address?

For Step 3: For this Step, you have the option to include your **Dental/Medical Information**. Whether you choose to fill this portion out or leave it blank, you will need to select “Complete Step 3 and move to **Step 4: Emergency Contact Information**” to proceed to the next step.

Complete Step 3 and move to Step 4: Emergency Contact Information

Complete Step 3 Only

For Step 4: For this Step, you also have the option to add any Emergency Contact Information. You can either add another emergency record, or complete Step 4 and move to Step 5 for the required documents to submit.

11. You will then be prompted to complete **Step 5**. This step requires you to provide proper documentation for:

- Birth Certificate
- Category A: Real estate tax bill, mortgage statement, or signed lease
- Category B: Gas bill, water/sewer bill, home/renters insurance bill, etc
- Category C: Illinois Driver’s License, Illinois State ID, or consulate card

Step 5: Requested Documents Edit View Only Save Save and Collapse Step

Instructions for completing the Requested Documents
IMPORTANT INSTRUCTIONS. PLEASE READ.

For Students in Grades K-8
Unless you lack a fixed, regular, adequate residence, you must provide documentation showing you reside on a regular, fixed, nighttime basis at the address provided. *All documents must be current (within the last 30 days) and show your name and address.* To guard your security, please block out account and social security numbers on the documents before you present them. **The Birth Certificate and Residency Documents are required to proceed with the application.**

PDF copies of all documents are recommended.

Birth Certificate

Residency Documents
Each of the categories below are required for the student’s current residence.

Category A
Upload at least one (1). Must be current

- Real estate tax bill
- Signed lease (lease end date)
- Mortgage Statement

Category B
Upload at least one (1). Must be current

- Gas bill
- Electric bill
- Water/sewer bill
- Public aid card
- Medicaid card
- Cable Bill
- Bank or Credit Card Statement
- Car Registration
- Home/Renters Insurance Bill

Category C
Upload at least one (1). Must be current

- Illinois Driver’s License
- Illinois State ID
- Consulate Card

If you have any questions regarding what documents to upload or are in an alternative living situation, please contact the District Office at (708) 456-9094.

Medical Documents (Optional)
Medical documentation can be uploaded here if applicable.

IEP/504 Documents (Optional)
IEP/504 documentation can be uploaded here if applicable.

Please provide *high quality* documentation for the birth certificate and for each file you will provide for the categories. *One way to ensure you are providing good quality documentation is to log into your account for your service provider and download the PDF file to attach to this form. Any photos that are uploaded that are of poor quality will stop the registration review and will require you to re-scan and send them back to the office before the office can continue processing the application.*

12. Once you have read the instructions highlighted in blue, you can attach your files. **The Birth Certificate, Category A, B, and C are all required documents for registration. IEP/504 and Medical documents are optional.**

Birth Certificate:	<input type="button" value="Choose File"/>	No file chosen
Category A:	<input type="button" value="Choose File"/>	No file chosen
Category B:	<input type="button" value="Choose File"/>	No file chosen
Category C:	<input type="button" value="Choose File"/>	No file chosen
IEP/504 Documents:	<input type="button" value="Choose File"/>	No file chosen
Medical Documents:	<input type="button" value="Choose File"/>	No file chosen

13. Again, please be sure to click on **“Complete Step 5 and move to Step 6: Additional District Forms.”**

Complete Step 5 and move to Step 6: Additional District Forms

14. You will then be prompted to complete **Step 6**. **Step 6** contains several forms to fill out.

The required forms include:

- New Student Registration: Additional Information
- Additional Medical & Physical Information
- Data Sharing Consent

- Internet Access
- Media Release
- Medical Consent
- 2021-22 Student Handbook Receipt
- Records Release (for Grades 1-8 only)

Step 6: Additional District Forms [Edit](#) [View Only](#) [Save](#) [Save and Collapse Step](#)

Instructions for completing the Additional District Forms
 The buttons below each link to an additional form that must be completed to be able to submit the student application.

Asterisk (*) denotes a required form

* Required Form: [New Student Registration: Additional Information](#) This form has not been completed

* Required Form: [Additional Medical & Physical Information](#) This form has not been completed

* Required Form: [Data Sharing Consent](#) This form has not been completed

* Required Form: [Internet Access](#) This form has not been completed

* Required Form: [Media Release](#) This form has not been completed

* Required Form: [Medical Consent](#) This form has not been completed

* Required Form: [2021-22 Student Handbook Receipt](#) This form has not been completed

[Complete Step 6](#)

Please make sure to accurately fill out each form that is included in the list. Once you have finished them, click on “**Complete Step 6.**”

15. You then have the option to submit the application to the district. The system will prompt you to correct any missing information before proceeding to this last step. You also have the options to save your progress, save and proceed to the summary page, print your application, and leave without saving.

[Submit Application to the District](#)

* All steps must be Completed before an Application can be Submitted *

[Save and Continue to Fill Out Application](#) [Save and go to Summary Page](#) [Print Application](#) [Leave WITHOUT Saving](#)

You can save and return later (via the portal linked on the new student registration page). **However, once you submit the application, you can no longer make any changes.**

Please make sure all forms are completed before submitting your application form. Thank you.