



Jennifer Tyrrell  
Principal

# CARL SANDBURG HIGH SCHOOL

13300 S. LaGrange Road, Orland Park, Illinois 60462  
708-671-3100 d230.org/Sandburg

June 14, 2021

## [Families must complete steps 1-4 to receive a 2021-2022 schedule.](#)

### **Step 1: Proof of Residency**

This is an annual requirement of all District 230 families. Many families should have already received confirmation of approved residency through the CLEAR residency process. If you have not received an email confirming your residency was verified through our CLEAR Residency process, please complete the residency verification via Laserfiche ([link](#)) through July 30th. If you are unable to complete this process via Laserfiche or if you have any questions please contact our Guidance office at 708-671-3124 for assistance.

### **Step 2: Complete “2021-2022 Consent” in Skyward; EACH student must be entered separately.**

From June 15th to July 30th, login to Skyward Family Access using your login and password to complete “Parental Consent” (step 1), “Digital Learning Agreement” (step 2), and “COVID 19 Certification” (step 3). **The “Submit 2021-22 Consent button” (step 4) in the Skyward Registration process MUST be clicked in order to complete registration.** You will receive a confirmation email when this step is complete. The automatic email will include links to make both required and optional electronic payments. If you are unable to complete this process please contact our Main office at 708-671-3100 for assistance.

### **Step 3: Pay Fees - Choose ONE method of payment as indicated below**

- Pay 2021-22 school fees online [here](#) with MasterCard or Visa from June 15th through July 30th
- If you are unable to pay online, please contact our Cashier’s office at 708-671-3170 for assistance.

### **Step 4: Health Records (Freshman, Senior, and Transfer Students only)**

- Freshman and Transfer students must have a completed physical, immunization record, and dental examination submitted to Carl Sandburg High School by July 30th. This can be done by submitting it online via Laserfiche ([link](#)) by July 30th.
- Students entering 12th grade (incoming seniors) must show proof of having received one dose of meningococcal conjugate vaccine on or after their 16th birthday. If your child received a dose of meningococcal conjugate vaccine before their 16th birthday, he/she will need to show evidence of receiving two doses at least 8 weeks apart. For more info, visit the Sandburg Nurse's Office: <https://www.d230.org/Page/1315>
- If you are unable to complete this process please contact our Main office at 708-671-3100 for assistance.

## **Student Physicals and Health Forms**

All students entering Sandburg for the first time must have a high school physical on the prescribed IL Department of Public Health (IDPH) form including an updated immunization record and a dental examination on file with the Health Office by July 30th. This dental examination must be completed by a licensed dentist on or after 11/15/20. All medical forms may be downloaded from and submitted to the Sandburg website at: [Sandburg Nurse's Office](#).

Medication Reminder: All medications (prescription or non-prescription) must be administered by the school nurse in the Health Office. In order to receive medication in school, a Medication Authorization Form must be completed by both the attending physician and parent. Medication must be brought into the Health Office before 1st Hour. The medicine must be in its original bottle and properly labeled. No medication in plastic bags or unlabeled will be accepted in the Health Office. Medication Authorization Forms are available online at the above mentioned link.

## **To Access Your Student's Bus Information:**

1. **All bus routes will be released in early August!**
2. To access your bus route, login to your Parent Skyward account [here](#)
3. Look for the tab on the left of the screen that says "Busing", you will find your bus number there.
4. Once you have your route number, click on the "District Links" at the top right side of the screen and select "Bus Routes".
5. Choose your bus option (either regular or zero hour depending on your student's schedule), then find your bus route number and pick the stop closest to your home.

## **Senior Parking Lottery:**

Seniors interested in applying for a parking pass (and/or a member of a carpool) must have a minimum of 14.125 course credits, 25 hours of Service Learning, and the required Meningococcal Vaccine completed by August 1st. Pass applications are currently available on our school website:

<HTTPS://www.D230.org/DOMAIN/110>. Completed applications are to be submitted by August 13th.

## **Student Information:**

Student ID cards, Student/Parent Handbook, PE uniforms, locks and goggles will be distributed to students during the first week of school.

Locker information will be available in early August!

**For Questions Please Contact:**

**Email- [apalacios@d230.org](mailto:apalacios@d230.org)**

**Phone- (708) 671-3117**