

June 18, 2020

## **Families must complete steps 1-4 to receive a 2020-2021 schedule.**

### **Proof of Residency**

This is an annual requirement of all District 230 families. Specific dates were available in the Spring. If you missed those opportunities, please complete the residency verification via Laserfiche ([link](#)) from June 15 through July 31st. If you are unable to complete this process via Laserfiche please contact our Guidance office at 708-671-3583 for assistance.

### **Complete “2020-2021 Consent” in Skyward; EACH student must be entered separately.**

From June 18 to July 31st, login in to Skyward Family Access using your login and password to complete “Parental Consent” (step 1) and “Digital Learning Agreement” (step 2). **The “Submit 2020-21 Consent button” (step 3) 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.

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

- Online: Through Skyward Family Access (fee management tab), pay online with MasterCard or Visa from June 18 through July 31st.
- Mail-In: Mail check or money order along with the “Mail-in Fee Payment Form” (postmarked by July 30th) to Carl Sandburg High School, 13300 S. La Grange Road, Orland Park, IL 60462.
- If you are unable to pay online or mail in the payment, please contact our Cashier’s office at 708-671-3170 for assistance.

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

- Freshman and Transfer students must have a completed physical and immunization record submitted to Carl Sandburg High School by July 31st This can be done by mailing it in to Carl Sandburg High School (postmarked by July 31st) or submitting it online via Laserfiche ([link](#)) by July 31st.
- 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 on file with the Health Office by July 31st. Digital medical forms can be submitted through Laserfiche. All medical forms may be downloaded from or 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. Got to Sandburg's website and click the link for Skyward
2. Select Family/Student Access and enter **YOUR** login and password (not your student's)
3. Click on the "District Links" at the top right side of the screen
4. From the drop-down menu choose "Bus Routes"
5. Find Your bus route # and pick the stop closest to your home
6. All bus routes are available for download

## **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](https://www.D230.org/DOMAIN/110). Completed applications are to be submitted by August 17th. Passes will be drawn from the online forms on August 20th.

## **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**