

# URBANA SCHOOL DISTRICT 116

## BASIC REGISTRATION

### INFORMATION

**ANY ADULT WHO REGISTERS A CHILD IN THE URBANA SCHOOL DISTRICT MUST PROVIDE A PHOTO IDENTIFICATION AND PROOF OF RESIDENCY WITHIN THE URBANA SCHOOL DISTRICT.**

**Photo ID (one of the following is acceptable):**

- Driver's license
- State ID card
- Passport
- Other Photo ID

**Proof of occupation of a residence in USD #116.**

*(Residency is defined as the location where the family spends at least four nights per week.)* Documentation shall include **ONE** of the following:

**For homeowners:** a copy of the deed, closing documents, or other mortgage documentation which shows the parent/guardian's name and address.

**For renters:** A copy of a properly executed lease agreement with the parent/guardian's name listed as the renter, as well as a signature page including the name, address, and telephone number of the landlord for verification purposes.

**For those living with a person who rents or owns a residence:** The documentation listed above must be provided concerning the person who resides in District 116 and with whom the parent/guardian lives.

**For those who intend to move into the District:** These circumstances are clearly defined by law and the information may be obtained by calling the office of Dr. Preston L. Williams, Jr., Deputy Superintendent, 217.384.3651.

**If none of the above apply,** then two of the following must be provided:

- Telephone company verification (cellular phones are not acceptable)
- Recent utility bill, newspaper or magazine subscription
- Public aid/Medical card, medical bills
- Voter registration card or library card
- Current homeowner's insurance or renter's insurance policy statement
- Auto registration
- Federal or state income tax return (financial information may be removed)

### REGISTRATION FOR RETURNING STUDENTS

Parents/guardians must provide the information requested in the column on the left side of this document.

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### REGISTRATION FOR NEW STUDENTS

Students **enrolling for the first time** in Urbana Schools will need to provide the following information at the time of registration:

- Child's birth certificate
- Physical examination
- Child's social security card

+ the information requested in the column on the left side of this document.

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### PHYSICAL EXAMS FOR STUDENTS ENTERING THE EARLY CHILDHOOD PROGRAM, KINDERGARTEN, FIFTH, AND NINTH GRADES

Students entering the Early Childhood Program, kindergarten, fifth, or ninth grade must have a physical exam on file with the school district **prior** to enrolling. **Students who do not have physical exams by the first day of school will not be allowed to attend school. This policy will be strictly enforced.**

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### GUARDIANSHIP STANDARDS

Students are expected to attend the school in the school district in which their parents reside. If the child enrolled in the Urbana School District does not live with his/her parents, then guardians must provide legal documentation of their guardian status.

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**Check our web site**  
**[www.usd116.org](http://www.usd116.org)**  
**for all registration dates and times.**

# URBANA SCHOOL DISTRICT 116 2006-2007 REGISTRATION DATES AND TIMES

**ALL URBANA SCHOOLS WILL HAVE CENTRALIZED REGISTRATION AT URBANA MIDDLE SCHOOL AUGUST 7-11, 2006. DO NOT GO TO YOUR CHILD'S SCHOOL FOR REGISTRATION UNLESS YOUR CHILD ATTENDS UMS.**

**AUGUST 7, 8 and 9:** 11 a.m.-2 p.m., 4 p.m.-7 p.m.  
**AUGUST 10 and 11:** 8 a.m.-11 a.m. and 1 p.m.- 4 p.m.

**MAKE UPS AUGUST 17:** 8 a.m.-11 a.m.

Parents may come any day to register a student; however, each elementary principal and / or staff will be present at registration on the dates below

- Monday, August 7 – Prairie and King
- Tuesday, August 8 – Thomas Paine and Leal
- Wednesday, August 9 – Yankee Ridge and Wiley

*Important calendar dates:*

**Monday, August 28, 2006:** First day of attendance for students in grades 1-9.

**Tuesday, August 29, 2006:** First day of attendance for grades 10-12.

**Friday, December 22, 2006:** Winter break begins at the close of the school day

**Wednesday, January 3, 2007-** School resumes

**Wednesday, June 6, 2007 -** Last day of school, if all five snow days are used (May 30 if none are used.)



## OUR MISSION

Our mission in the Urbana School District 116, through the active engagement of the community, is to provide a quality education by vigorously fostering high expectations for individual

growth within a nurturing environment, enabling each student to become a self-sufficient, productive, caring, and responsible member of a changing world society.

## EMERGENCY MEDICAL AUTHORIZATION FORMS

These forms are provided at registration and must be filled out completely and returned to the principal's office of your child's school. If the information on this form needs to be changed during the year, please contact the office. In an emergency, we must be able to reach you immediately. Hospitals will not treat anyone under 18 years of age without written permission.

## PETITIONING PROCEDURES

As stated in the Urbana School District #116 Board of Education Policy, parents may request an assignment to an attendance center outside their residential area by making a written request to Dr. Preston L. Williams, Jr., Deputy superintendent for Curriculum and Instruction. For further information on these procedures, please contact 217.384.3651.

Urbana School District 116 provides this information to assist you in registering your student for the 2006-2007 school year. **Tentative elementary class assignments for the 2006-2007 school year will be posted at each elementary building on Monday, August 21.** If after reading this information you have questions, please feel free to call Dr. Preston L. Williams, Jr., Deputy Superintendent, at 384.3651, or you may call the principal's office of the building your child will attend. Office numbers are as follows:

King	384.3675
Leal	384.3618
Prairie	384.3628
Thomas Paine	384.3602
Urbana High School	384.3505
Urbana Middle School	384.3685
Washington	384.3616
Wiley	384.3670
Yankee Ridge	384.3608
Before/After School Child Care Program	384.3536

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[www.usd116.org](http://www.usd116.org)