



# New Student Registration

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Thank you for your interest in enrolling your student at Glenbard East High School. The following information is necessary to assure your student gets enrolled at the school.

## **Steps to Register Your New Student**

### Step 1 - Complete New Student Pre-Registration

Please click on the following link to begin [New Student Pre-Registration](#)

Entering information on the New Student Pre-Registration website will put your student in our computer system so we can proceed with your registration.

- If you do not have access to a computer, computers are available at Glenbard East.

### Step 2 - Complete Residency Verification

Please review the [Residency Verification](#) information needed to make an appointment with a counselor.

If you reside with someone else, you will need to download and print the [Residency Affidavit form \(PDF\)](#). After downloading and completing the form, you must have the form notarized. In addition, the owner or the person you are residing with must provide at least [RESIDENCY AFFIDAVIT](#) one document from Category A and at least one document from Category B.

### Step 3 - Bring the following to the School Counseling

- Residency Verification forms
- Original birth certificate
- Health records (immunizations & IL 9th grade physical exam are required by the State of Illinois)
- Custody documents (if applicable)
- *If your student is transferring in from an Illinois school, please also bring an ISBE form (given upon withdrawal from your student's previous school).*

### Step 4 - Consider bringing these additional documents for the meeting:

The following documentation is helpful to ensure your student will be placed in the appropriate courses:

- School records, including. . .
  - Transcript
  - List of courses your student would have been taking this year (if possible)
- Standardized test scores (Explore, PSAE, ISAT, Access/WAPT)
- ELL services (if applicable)
- Current/Prior special education services (if applicable)

After your student's information has been entered into InfoSnap, residency has been verified, and ALL other necessary paperwork has been turned in, you will be able to schedule an appointment with a counselor to choose courses for the coming school year.

### **Additional Information**

- **If you are new to the country**, we will need a physical and immunization record from the state of Illinois.
- **If English is your student's secondary language**, your student may be tested for fluency before scheduling a counselor appointment.
- **If your student has a previous IEP**, the Special Education department will need to review it before a counselor appointment can be made.

We look forward to meeting you and your student soon!