

# The 5 Steps to Completing Registration at Reavis High School

## 1. Provide Proof of Residency - Freshmen/Transfer Students

Proof of residency will be obtained through a program called CLEAR. Student addresses will be processed through this system to verify residency. If your address does not clear, you will be required to bring in additional documentation to confirm residency.

## 2. Birth Certificate

All Freshmen/Transfer students must provide an original birth certificate. You may bring your original birth certificate to the main entrance of Reavis beginning December 1st through February 8th, 2021. Birth certificates can be processed Monday through Friday from 7:45am to 3:45pm. We will not accept birth abroad or passports in lieu of a birth certificate. A copy will be immediately made and the original returned to you.

**IMPORTANT - OFFICES WILL BE CLOSING AT 3:15PM FROM 12/7 THROUGH 12/18.**

## 3. PowerSchool Online Registration

All families are required to complete PowerSchool online registration. Please click on the **Class of 2025 Registration pop-up box** to be taken to this section of the Reavis website.

Your snapcode is: xxxxxxxxxxxx. Please note that this must be completed on a computer, as the program is not compatible with a mobile device or student Chromebook.

**Steps 1, 2 and 3 must be completed by February 8th, 2021.**

## 4. Pay Fees

Fees can be paid by cash, check or credit card. A minimum of \$50.00 must be paid by July 1st, 2021. Students will not receive schedules until this step has been completed.

- Online: Student ID# is required. Click on the "Payments" box on the school website home page
- Mail in: Please include student ID#.
- In-Person: Please bring to the Main Office Monday through Friday between 8:00am to 3:00pm.

## 5. Physical and Dental Exam

All incoming Freshmen are required to submit a completed physical prior to the start of school. They can be submitted to the Nurse's Office as early as June 1st, 2021. If a physical is not submitted by August 2nd, 2021, your student will be excluded from starting school until one is turned in.

An Illinois law took effect January 1st, 2019, requiring all incoming Freshmen to have a dental exam performed. Dental exams must be submitted to Reavis High School by May 15th, 2022.

Please contact the appropriate office below if you have any questions.

- **Registration:** (708) 599-7200 ext 580 or 581
- **Fees:** (708) 599-7200 ext 505
- **Nurse's Office:** (708) 599-7200 ext 515