



WEST CHICAGO ELEMENTARY SCHOOLS

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Board of Education

312 East Forest Avenue
West Chicago, IL 60185
630.293.6000
www.wego33.org

TO: Board of Education
FROM: Coordinator of Communications and Community Relations, Gina Steinbrecher
DATE: February 2, 2023
RE: Kindergarten & Returning Student Registration

This memo is:

- ☒ Information only.
- ☐ Information with a recommendation, and a request for Board consent.
- ☐ Information with a recommendation, and a request for Board approval by vote.

Date by which a Board decision is needed: _____

Previous memos on this topic can be found:

- ☐ in previous Board packet(s) dated. _____
- ☐ or attached to this memo

Basic information:

Registration for students in grades K-8 will be fully online starting February 23, 2023.

Opportunities for parents of students starting in Kindergarten have the option to register in person at their respective home school building. The dates are as follows:

February 23, 2023: Turner & Gary
February 28, 2023: Indian Knoll & Pioneer
March 1, 2023: Currier & Wegner

Buildings will begin registration from 9:00 am-6:00 pm on these days at the respective buildings.

Background or historical information:

In 2020-2021 online registration was launched. As the initial phase of supporting families in the change to online registration, there were coffee talks with parents hosted by building principals to walk through the online format. Parents needing a device were able to access one at their home school and were then given the appropriate support.

The district is now in the third year of online registration.

Previous decisions, actions or parameters that relate to this topic or issue:

Parents new to the district will reach out to buildings for assistance if needed in completing Online Registration. Buildings will be closely monitoring our current students to follow up with families to complete returning student registration. Any family that needs extra support can receive that from each building by attending the kindergarten registration dates or by making an appointment with their building.

While Home Access is only in English and Spanish, support will be provided to families who speak other languages.

Next steps:

The district will continue to follow the action plan outlined in the registration timeline.

Registration Timeline

1.11.23	Kinder Registration & Dual Language Mtg mailers sent; Information updated on the website
1.18.23	Backpack flyer delivered to schools to send home with kindergarten registration information.
1.19.23	Flyers delivered to childcare centers
1.6.23 & 1.13.23	Info included in the NewsBites; Social Media
1.15.23	District-wide phone/email/text sent out through Bb (mass notification system)
1.18.23	In-Person Dual Language Presentation 9:00 AM Community Room, Leman Middle School
1.19.23	In-Person Dual Language Presentation 6:00 PM District Office, Board Room
1.20.23	Virtual Dual Language Presentation 4 PM
1.25.23	Secretaries meeting
2.23.23	Online registration opens for grades K-8
2.23.23	Kindergarten Registration at Turner & Gary, Language Screener
2.28.23	Kindergarten Registration at Indian Knoll & Pioneer, Language Screener
3.1.23	Kindergarten Registration at Currier & Wegner Language Screener
TBD	Work on registration list
TBD	Mail out Kinder welcome letters

Other questions? What else does the Board wish to know?:

Start typing here.