

Pleasantdale School District 107

Administrative Office • 7450 S. Wolf Road • Burr Ridge, IL 60527
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Over the course of the past spring and summer, the district has taken on the ambition plan to ensure that we have 100% participation in our online registration process, residency verification (incoming fifth grade students only), and technology fee payment. While the district has always asked parents to complete online registration, fee payment and residency verification are new processes that began this spring.

Online Registration: The goal of online registration is to ensure that we have the most current information on our students. This is a critical process in ensuring efficient and effective communication with our families. Likewise, online registration allows the district to capture parents' acknowledgement of the parent/student handbook as well as our acceptable use policy. This 13-step, secure online process takes parents about twenty minutes to complete. The online registration process is completed through our Skyward student information system and opened on May 1 this school year. As of the writing of this executive summary, 643 families or 77.2% of the district has completed the online registration process.

Technology Fee Payment: At the January Board of Education meeting, the Board approved the administration's recommendation to implement technology fees to cover the cost of the district's 1:1 program. The fee structure can be found below:

Grade	Fee		
Kindergarten	\$70.00		
First Grade	\$70.00		
Third Grade	\$140.00		
Fourth Grade	\$140.00		
Fifth Grade	\$140.00		
	Buy	Rent	Bring
6th Grade	\$180.00	\$140.00	\$50.00

These fees cover the cost of our students' iPads, the device case, the learning management system, and the device management system. Additionally, a small part of the technology fee is devoted to offsetting the cost of apps and accidental damage. Families had the option of paying the fees online through our RevTrack system or paying by check in either the school or district offices. The district created video tutorials that helped parents navigate our RevTrack payment system. Email reminders about fee payment have been sent throughout the summer and the district social network sites were used to remind parents about paying these fees. Currently, 247 fees have been collected totalling \$30,440.

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Residency Verification: At the May Board of Education meeting, the Board directed the administration to develop a residency verification program. The goal of residency verification is to ensure that only district residents are able to access the high quality programs our district has to offer. The Board agreed to allow the administration to focus the residency verification program on families with students transitioning from fourth to fifth grade. This process began on May 31 with an email to all parents of incoming fifth grade students. Targeted emails were sent to families who had yet to complete the process on 6/20, 6/30, 7/24 and 8/3. Additionally, the district's social network pages and website were used to publicize this requirement. To allow working parents to complete this process, the district office held late hours on 6/21, 7/10, and 8/16. The process to verify residency required parents to come to the district office and produce several documents (e.g. tax bill, utility bill, drivers license). Parents were also required to sign a statement swearing that the information presented was truthful and, if not, punishable under penalty of law. After this work, we have verified residency on 85% of our fourth to fifth grade students.

Main Takeaways:

- The district took on an ambitious campaign to ensure all parents completed online registration, paid technology fees, and completed residency verification (fourth to fifth grade students).
- 77.2% of families have completed online registration
- 52% of students have paid technology fees
- 85% of families have completed residency verification