

Riverside Public School District 96

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To: Martha Ryan-Toye, Superintendent of Schools

RE: Registration and Residency Verification (COVID-19 Update)

Summary

It is important to our organization that we continually review and refine internal processes and procedures to ensure our practices are increasingly efficient, leveraging newly available resources and technologies, and taking into consideration the net impact on our stakeholders. This fall we began reevaluating the district's residency verification process.

Due to the current COVID-19 pandemic, we have temporarily revised our processes in order to better serve and protect the health and welfare of all District 96 stakeholders.

Process Changes

The District 96 Registrar has been in contact with families who have been identified to complete in-person residency. This subgroup contains families meeting the following criteria:

- All new students, including new Early Learners Program enrollees.
- Families who have moved to a new residence within the district.
- Families with whom it was determined there is a reasonable cause to require in-person residency verification
- Families who are living with a resident OR are renting within District 96 boundaries but do not have a lease and are required to submit an Affidavit of Residency

To address the requirements of this subgroup, District 96 has made the following temporary changes to its residency verification and registration processes:

- Increased communication by the District 96 Registrar regarding residency verification options (registration portal submission, email submission and by appointment).
- Enabled digital document uploads via the District 96 Registration Portal.
- Conducting in-person residency verification, by appointment only, at the District 96 Administration Center. Those who have scheduled appointments have been instructed to wear face masks and to observe social distancing requirements. Note: As of the date of this report, there have been three in-person appointments scheduled for parents who were unable to email their copies and/or need assistance with registration.