



2024-2025 Registration 1st Deadline: May 15, 2024

Current students who will be transferring should complete the withdrawal form and present to the school secretary or registrar.

April 15, 2024

Registration Procedures for the 2024-2025 School Year Please read these instructions carefully.

Dear Parents/Guardians:

It is time to register for the 2024-2025 school year! **Go Green online** registration uses PowerSchool “Forms” which can be accessed on your mobile device as well, although the forms are easier to view on larger devices. Please complete all required forms: A-P, as applicable to you, to register your child/ren. Links have been embedded in these instructions to also provide easy access to websites.

Please complete the registration process by **May 15**. This helps us to ensure appropriate class sizes, allows us to purchase instructional materials for all children, and make the necessary changes for rolling over to the new academic year. Registrations received after June 1 will therefore incur a late/service charge per child.


We are proud of our partnership with you and hope our online registration system is an efficient process for you. Please contact the registrar should you need assistance.

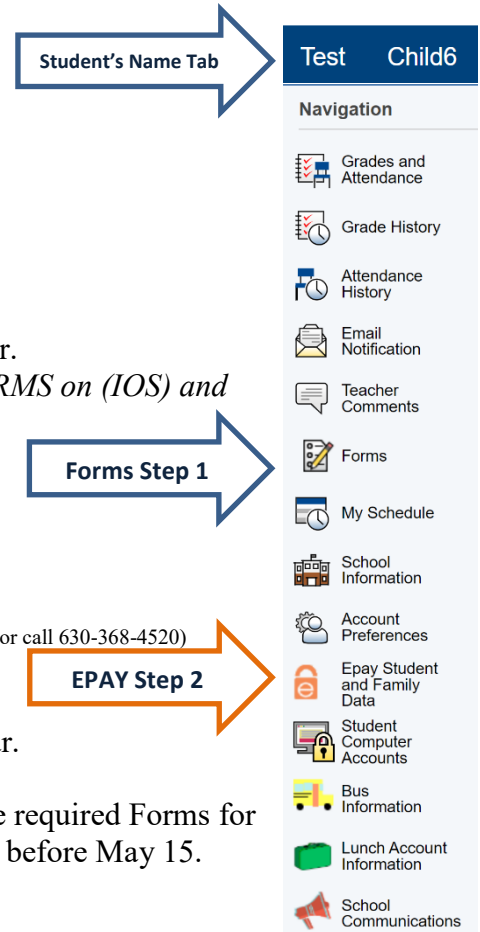
Sincerely,

Kristen Lugo
Registrar/PowerSchool/SIS Specialist
registration@butler53.com 630-280-8803/630-368-4520

1—Access PowerSchool Forms

To register each student online, simply follow these directions via computer.
(Via Mobile device and the PowerSchool App: Access **ENROLLMENT FORMS** on (IOS) and on (Android) through the More button<General Form<Enrollment.)

1. Click on the **PowerSchool** button.
<https://butlersd.powerschool.com/public/> 
2. Enter your PowerSchool Parent Email and Password
(If you forgot either of these, press *Forgot Username* or *Forgot Password?* and follow the directions or call 630-368-4520)
3. Once you’re logged in, start with your first child, and click on **Forms** located in the middle left-hand column of the Navigation Bar.



In **PowerSchool**, you should review, update, and submit information on the required Forms for **each** child. Proceed to step 2 of this document and pay the registration fees before May 15.

- A. Annual Enrollment Forms are located on the **Enrollment** Tab and labeled ex: A25. Each form's status and progress is noted in color for your convenience, complete the forms which are assigned to you and are mandatory under Enrollment New and Returning Students, New Students, and/or All Returning Students.

General Forms	Class Forms	Enrollment	Student Support
Search forms...			
Enrollment All Returning Students			
A2.25 Student Demographics Mandatory IL State updates 2024-25			Not Started
B2A.25 Student Address and Residency Verification for Returning Families Mandatory			Started
B2B.25 Affidavit of Residency for Returning Families Mandatory			Not Started
Enrollment New and Returning Students			
D2.25 Student Contacts-District Communications Form Mandatory. The contact information you provide is to ensure you and your chosen contacts are notified of school delays, early dismissal, school cancellations or school emergencies through our communication service provider, ParentSquare.			Not Started
E.25 Health Information Mandatory			Not Started
F.25 Health Forms, Releases, and Authorizations Mandatory			Not Started
J.25 Parent Athletics Registration Form Butler Junior High Grades 6, 7, and 8 - Complete this form for all students at Butler Jr. High.			Not Started
K.25 Transportation Request Form Mandatory Form: All students must complete this form. Request or deny bus transportation to/from school for your child.			Not Started
L.25 Acknowledgements/Permissions/Releases/Authorizations/IL Info Mandatory			Not Started
M.25 Parent Teacher Organization Mandatory			Not Started
O.25 Student Acknowledgements/Permissions/Releases/Authorizations/Technology, PE Classes & Extracurricular Events Mandatory - Grades 6, 7, and 8 - Students complete this form. All Butler Jr. High students			Not Started
P.25 Acknowledgment of Completion Mandatory			Not Started
Enrollment New Student			

- B. Complete all required Forms for the 2025 school year.

Returning Students

- A2) Student Demographics
- B2A & B2B) Residency Verification
Families new or with students entering Kindergarten to the district for the 2024-2025 school year, who have previously provided residency documentation within the last six months, are not required to resubmit these documents again.
- D2) All students**
- E) Health Information - **All students**
- F) Health Forms, Releases, and Authorizations - **All students**
- J) PE & Athletic Registration Form – **Grades 6, 7, 8**
- K) Transportation Request or Deny Form
- L) Acknowledgement/Permissions/IL info
- M) PTO
- O) Students Complete– **Grades 6, 7, 8**
- P) Acknowledgement of Completion

New Students

- A) Student Demographics
- B) Student Address and Residency Verification
- C) Birth Verification
- D) Student Contacts-District Communications
Parents, Guardians, Emergency
- D2) Student Contacts
- E) Health Information
- F) Health Forms, Releases, and Authorizations
- G) Home Language Survey
- H) Student Services History
- I) Previous Enrollment and Records Release
- J) PE & Athletic Registration Form – **Grades 6, 7, 8**
- K) Transportation Request or Deny Form
- L) Acknowledgement/Permissions/IL info
- M) PTO
- O) Students Complete– **Grades 6, 7, 8**
- P) Acknowledgement of Completion

- C. If you have more than one student, you will select the first student. Please carefully read all instructions and documents before submitting and signing off for each student. Complete, proofread, and/or correct information as instructed. Documents and forms to be read and printed are in Underlined and/or Butler Blue Type. Open, read and submit all Underlined and/or Butler Blue Type files which apply to you. See one example below.

Device Best Practice

- D. After completing the student’s information, click “Submit Form” or “Submit for Family”. ***This step is critical, as the information will not be submitted until you select “Submit Form.”***

Submit for Family: Some forms will allow you to submit for all siblings in the family. Press the arrow next to Submit and choose Submit for Family. Check each sibling the information will apply to. Submit. Press OK. Press Cancel. **Submit for original child as well.**

The screenshot shows a form with two input fields: "Parent/Guardian Signature *" containing "kim" and "Date *" containing "4/20/2021". To the right is a list titled "Additional Family Members to Submit for:" with a checked item "Test23, Test" and a "Submit" button. A callout box contains the text: "To save you time, please submit this form once per family by opening the arrow next to submit and press **Submit for Family**. Press submit and check for each additional sibling. You must Press Submit again for this original student." At the bottom, there is a "Save for Later" button, a left-pointing arrow, a right-pointing arrow, and a "Submit" button with a dropdown arrow.

If you are unable to complete the registration process during one session, you may save your information and complete it later by clicking “Save for Later”. When you return to finish it, you

- E. Repeat the process for each child in your family who will attend Butler School District 53 during the 2024-2025 school year by selecting their name.

- F. When the forms are submitted you will be notified if the form needs to be approved. You may check the status of your submissions at any time on the **Forms** page.

Legend

Enrollment New Student	
A.25 Student Demographics & Permission Mandatory Last Entry: 01/12/2024 3:44:40 PM	✔ Submitted
B.25 Student Address and New Student Residency Mandatory Last Entry: 04/02/2024 9:35:59 AM	⏸ Pending Review
C.25 Birth Verification Mandatory Last Entry: 04/02/2024 9:49:44 AM	✘ Rejected
D.25 Student Contacts & Authorization(Parents/Guardian & Emergency) Mandatory	⦿ Not Started
G.25 Home Language Survey Mandatory Last Entry: 01/17/2024 12:33:23 PM	✔ Approved

2 — Pay Balance of School Fees

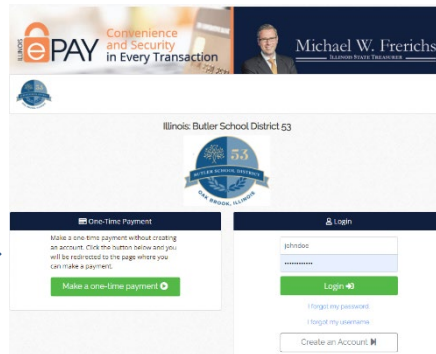
Pay school fees online. A fee worksheet is available on page 11.

1. On your Parent Portal Navigation Bar, located in PowerSchool, click on Epay Student and Family Data or,
2. Click the [Epay site link](https://magic.collectorsolutions.com/magic-ui/Login/illinois-butler-school-district-) or,
3. You can also access the **Epay button on the Butler Registration page.**



Make a one-time payment

One-time payment →



Optional:

OR Sign in or create an account to login for future payments and access to payment history. (You create your own login and password data. Useful if you need receipts for tax purposes each year.)

← **Create Account**

Follow the additional onscreen instructions for payment. Only MasterCard and VISA credit cards, debit cards and electronic checks are accepted. For added security, you will be asked to submit your 3-4 digit credit card verification value/security numbers.

All payments must be made through this online system.

- A. Enter your child's personal 7-digit Student ID Number and 4-digit Family Number as provided in the **EPAY** Student and Family Data bar of the PowerSchool Parent Portal.

PowerSchool Site

Epay Student and Family Information

The information below will assist you in completing any personal information for EPay payments to Butler SD 53 for the student:

Student's Name: Test2 First Test2 Last
 Student ID Number: 20210002
 Family ID Number: 1234
 Next School: Brook Forest
 Next Year Grade: 0

Important information:

Do not press (*Add to Cart*) until finished entering all necessary accordion items (A-H) for each student. Once you press (*Add to Cart*), the cart will fill with the items selected and the student information will clear and be ready to enter another student.

EPAY Site

Make A Payment - Cart Information - Illinois: Butler School District 53

Registration Choose Grade: K – 8

- B. For first child listed in Student Information, open **the corresponding accordion Registration Fee (for SY 2024-2025)**. Choose the fee from the dropdown bar. The grade and required fees are noted on the enclosed worksheet on page 11. Late fees must be added to the cart if you are paying **after June 1**. **New students** do not need to pay the late fees. Registration Fees are neither pro-rated nor discounted.

Band & Choir Fees Grades 4,5,6,7, & 8

- B. Teachers will be in touch with students who will be enrolled in these optional classes. All Butler School District 53 Band students (gr 5-8) are assessed a **\$75** fee and all Butler School District 53 Choir (gr 4-8) students are assessed a **\$65** fee, payable during online registration by Monday, June 1st. These fees are used to purchase the required band and/or choir t-shirt for every student and are also used to offset costs for supplies, instruments, contest and festival entrance fees, tuning/repairs, bus transportation, and supervision and director stipends. Fees cover about one-fourth of the actual cost of these programs. The Music Booster donations that are collected by the PTO are used to purchase additional equipment and supplies for these programs. All Band and Choir fees are non-refundable. If you need both Band and Choir, press the + key and choose the next option. Include payment for uniform for either Band or Choir for grades 6, 7, & 8.



PE Gr. 6-8

PE Uniforms - Grade: 6 – 8 Only

- C. **Butler Junior High School** students are required to wear a PE uniform for Physical Education classes. Uniforms are to be purchased online during the registration process. The PE uniform consists of a pair of royal blue shorts (**\$10**) and a gray t-shirt (**\$8**) and your child is expected to wear this each day for class. If your child cannot wear shorts due to religious reasons they can bring a pair of workout pants to change into each day and do not need to purchase the shorts but are still expected to purchase a t-shirt. Additionally, the district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification. You can purchase more than one uniform if you would like to have an extra set. The uniforms come in **ADULT** sizes (Shorts: XS, S, M, L, XL and t-shirts: S, M, L, XL) and students will have the opportunity to try them on during the first few days of school when they are distributed. If your child has a uniform from previous years' that is in good condition it may be worn and you will not need to purchase a new one. If your child needs to purchase a new uniform item during the school year, this can be done through your child's PE teacher.

Students also have an **OPTION** of purchasing a "Butler" sweatshirt during the online registration process as well. **Students are NOT required to purchase a sweatshirt.** The sweatshirt order will be placed after Labor Day and delivered during the month of October. Sweatshirts can only be ordered until September 13, either online or by paper order. Paper order forms need to be turned into your child's PE teacher no later than September 13. The sweatshirt is a solid royal blue with "BUTLER" in large white block lettering and comes in either a **HOODED (\$25)** or **CREW NECK (\$21)** choice. These sweatshirts are available in the following **ADULT** sizes: **YXL** (equivalent to Adult XS), S, M, L or XL. **All sales on sweatshirts are final.**

Visual Art Donation

- D. Use the dropdown bar to include a recommended donation for visual arts. Your donation helps offset the cost of valuable art supplies. Visual Art Donation - **\$25**

Classroom/Courses

- E. During the year teachers may have requests for supplemental materials and/or books for their students. Currently, Language Arts and Spanish teachers at Butler Jr. High have book fees. All students are enrolled in these classes; grade 6, 7, & 8, and are to pay the fees from the dropdown menu. Choose the first class/course fee. If needed, press the + key to choose the next item. Language Arts Textbooks \$90 and Spanish Textbooks \$90.



Family fees such as Transportation Per School and PTO need only be added once and should be added on the youngest siblings's name and ID.

Transportation

- F. **Transportation Fee** is for those families requesting bus service at the start and/or end of the school day. This is a **per family/per route** fee and is optional if you want bus transportation. Choose the transportation option(s) needed: BF **\$500**, BJH **\$500 per family/per route** Your child/ren will only be placed on the bus route once payment is received for each school needed. The bus service is neither pro-rated nor discounted.

Late payment fees are for returning families and applicable for any bus service requested after June 30. No penalty fees are required for new families who enroll after June 30. Payment for bus transportation must be received by **June 30** in order to assure bus service the first week of classes.

Please note: There will be **no** mid-day transportation for half day Kindergarten students. Parent pick up for half day Kindergarten is required.

PTO (Once Per Family)

- G. The [Butler District 53 Parent Teacher Organization](#) is a cohesive group of parent and teacher volunteers who collaborate with the district administration and community leaders to enrich the educational environment and promote safety for all students. The Butler School District 53 PTO relies on the help of parent volunteers to make its many student activities, programs and fund-raising events successful. The PTO welcomes all parents to be involved in its programs. Drama, Music & Sports Boosters support activities for all students at both schools, such as awards, contest fees, uniform maintenance, microphones and more.

Open the Accordion **PTO (Once Per Family)**. Families can join and support the PTO by paying the annual dues which includes access to the PTO Online Handbook. In addition, recommended donations can be chosen from the dropdown bar and added to the shopping cart for PTO items. PTO payments are **per family**.

Go for the Gold!

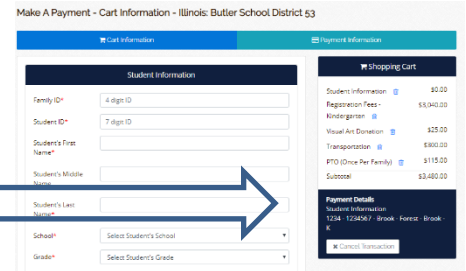


- Gold Family PTO Member, includes all items below **\$95**
- Family PTO Annual Dues/ Includes Access to Online PTO Handbook **\$35**
- Donation PTO Drama Booster **\$20**
- Donation PTO Music Booster **\$20**
- Donation PTO Sports Booster **\$20**

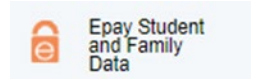


Complete all fees for student and press:

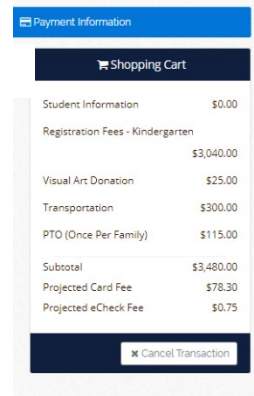
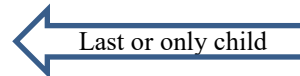
First child: Add item (white) and the fees will appear in your cart.



Child 2+: Repeat A-G for each additional child by using the **Student Information as provided** on the PowerSchool Navigation Bar: **Epay Student & Family Data page.**



Last child or only child: Click the **Green** tab: Add and Checkout.



Provide your email address and press Next Step: Add Payment Method.

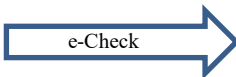
Make a Payment Page

There is an additional transactional fee of .75 for eCheck or 2.25% for credit cards.

A. A projected transactional fee for both payments is shown in the shopping cart for your convenience to see before final payment.

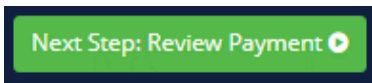


B. Choose your payment type, either credit card or eCheck.



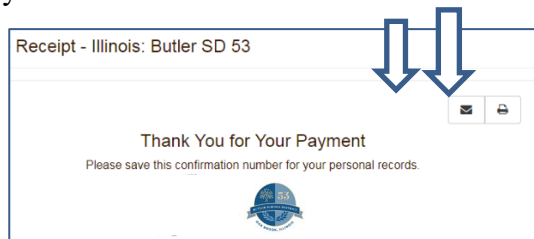
C. Fill in your payment information.

D. Press Review Payment.



E. Review Shopping Cart, all Payment Details, transaction fees, and payment Terms of Service. If all information is correct, check the Payment Terms of Service check box and then press **Make Payment**.

F. On the Receipt Page, you should **print** a copy of your receipt by pressing the Printer Icon. A copy will be sent to the email address you provided and to Butler SD53. You can request a payment confirmation be sent to another **email** address by clicking the Envelope Icon.



Forms B2A & B2B

Certify Returning Annual Residency Requirements

Families new or with students entering Kindergarten to the district for the 2024-2025 school year, who have previously provided residency documentation within the last six months, are not required to resubmit these documents again.

All other returning families are to submit the requested documents on forms B2A and B2B such as:

- Complete [Residency Affidavit for Returning Students](#) or schedule appointment
- **2** current proofs of residency as required and noted on [Residency Requirements](#)
- Most recent property tax bill:
<https://propertylookup.dupagecounty.gov/search/commonsearch.aspx?mode=realprop>

If you are having trouble uploading the documents, please email to:

registration@butler53.com
Subject Line: Family Name, Family ID #



Residency Requirements Allowed for Returning D53 Families

- Documents from both Category A & Category B are required to verify residency.
- The parents/guardian’s name and address must appear on the documents.
- The documents must be current with the entire page intact and not torn apart.

	CATEGORY A	CATEGORY B	Affidavit of Residency
Home-owner	<p>(one document required)</p> <ul style="list-style-type: none"> • Most recent property tax bill, (See link below to access online copy.*): <p>If property is listed in a trust: Supporting legal documents must be provided with the corresponding Trust Number</p> <ul style="list-style-type: none"> • Mortgage coupon book papers 	<p>(two documents required)</p> <ul style="list-style-type: none"> • Current cable bill, (unpaid w/stub attached) • Current gas bill (unpaid w/stub attached) • Current electric bill (unpaid w/stub attached) • Current Village of Oak Brook water bill (unpaid w/stub attached) 	<ul style="list-style-type: none"> • Date • Print all children's and grades • Print parent/guardian's name • Signature of parent/guardian • Print Address of parent/guardian and student(s) • No notary necessary
Tenant	<p>(four documents required)</p> <ul style="list-style-type: none"> • Signed & dated lease (dates valid for academic year) • Two (2) rent receipts (ex: canceled checks) • Building owner’s certification of the names and birth dates of your resident children. 	<p>(two documents required)</p> <ul style="list-style-type: none"> • Current cable bill, (unpaid w/stub attached) • Current gas bill (unpaid w/stub attached) • Current electric bill (unpaid w/stub attached) • Current Village of Oak Brook water bill (unpaid w/stub attached) 	<ul style="list-style-type: none"> • Date • Print all children's and grades • Print parent/guardian's name • Signature of parent/guardian • Print Address of parent/guardian and student(s)
Other than Home owner/ Tenant	<ul style="list-style-type: none"> • One document required as note above for Homeowner 	<p>(four documents required)</p> <ul style="list-style-type: none"> • Two as noted above for Homeowners • Two as noted above for parent/guardian which may also include current credit card and/or bank statement (Unpaid w/stub attached) 	<ul style="list-style-type: none"> • Make appointment to present documents and have both a homeowner and parent/ guardian sign affidavit of residency annually with the Butler District Office.

*<https://propertylookup.dupagecounty.gov/search/commonsearch.aspx?mode=realprop>

Input address. Press Search. Select:Reports<Property Tax Bill, Press Go.



Frequently Asked Questions

Where can I find a copy of the academic calendar and when is the first day of class for students?

2024-2025 CALENDAR

The first day of class for Grades K-8 is Tuesday, September 3, 2024.

I'm concerned about the safety of my credit card online. What are you doing to protect my information?

We know that privacy is very important to you, so we have partnered with the Office of the State Treasurer to provide every reasonable precaution to protect your sensitive information. Illinois Funds *E-Pay* system is a secure socket layer (SSL) encryption and digital certificate technology, using VeriSign as their SSL digital certificate provider. This is the same protocol that is used by major businesses to protect sensitive information such as credit card numbers. They are also requesting the security code from the front or back of the card.

Do I have a password for making payments?

You can always make payments by pressing "Making a one-time Payment" and no password or account is necessary. However, if you wish to have an online [EPay](#) account, you can create your own account login data for E-pay by pressing "Create an Account" and have access to your historical payment information.

What if I am unable to pay registration fees?

Please contact the Registrar at (630) 368-4520 for information concerning payment plans, fee waivers, and rights of the homeless.

What if I can't find my PowerSchool password?

If you already have a [PowerSchool](#) Access Account, click on the "Forgot Username or Forgot Password?" and you will receive an email on how to login. Contact registration@butler53.com if you need help.

When are physicals and other health related forms due?

The following documents must be submitted to the nurse by August 1: Completed Physicals (Kindergarten, 6th Grade, & New Students) See the [student health page](#) on the Butler website for downloading documents and [requirements by grades](#). Please upload these documents to PowerSchool Forms E and F as soon as you have them finished so the nurse can process them. Email the nurse if you have difficulties or questions. jdenson@butler53.com (BF) or mgraziano@butler53.com (BJH)

Does Butler 53 participate in the federal Free Lunch program?

Butler School District 53 does participate in the Federal Free and Reduced Lunch Program that is available to qualifying families. Interested families may request an application by contacting the Butler 53 District Office or requesting one via the online application system. [Applications](#) will be sent during the summer after July 1st when the new school year forms become available.

If my child participates in band or choir, will we be charged a fee?

Yes. Band students are assessed a \$75 fee and choir students are assessed a \$65 fee, payable at the time of enrollment in the music program. The fees are used to offset costs for t-shirts, supplies, contest judges, tuning/repairs, contest entry fees, bus transportation, supervision and director stipends. Fees cover about one-fourth of the actual cost of these programs. The Music Booster donations are collected by the PTO and used for uniform maintenance, solo/ensemble contest medals, beginning band pins, and end-of-year awards. From time to time, the PTO also purchases important equipment for these programs.

IMPORTANT: Once the entire registration process is completed, verified, and approved (Steps 1-2) which includes all residency and medical documents are turned in, the student's name will be included in the class lists. All students on class lists will receive access to PowerSchool and a class schedule in August. Information will be sent in August as to when this information will be available for viewing. **If you need assistance with the registration process or have any additional questions, please contact the Registrar: 630-280-8803, 630-368-4520 or email registration@butler53.com**



BUTLER SCHOOL DISTRICT 53 REGISTRATION FEES WORKSHEET

Family ID: _____

STUDENT NAME: _____

GRADE: _____

REQUIRED FEES*:	KINDERGARTEN FULL DAY	KINDERGARTEN HALF DAY-AM	GRADES 1-2-3	GRADES 4-5	GRADES 6-7-8
REGISTRATION FEE BY GRADE	\$2,750**	\$ 200	\$ 225	\$ 250	\$ 300
TECHNOLOGY FEE	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175
ONLINE EDUCATIONAL RESOURCES/SUBSCRIPTIONS	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
REQUIRED CLASSROOM FEE <small>THIS COST WILL COVER ALL SCHOOL SUPPLIES FOR STUDENTS</small>	\$ 95	\$ 95	\$ 95	\$ 95	SEE BELOW
YEARBOOK	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
TOTAL PER GRADE	\$3,105	\$555	\$580	\$605	\$560

**REQUIRED FEES ARE NOT PRORATED, HOWEVER IF YOU DO NOT WANT YOUR CHILD TO HAVE A YEARBOOK, PLEASE REQUEST A REFUND.*

***THIS FEE IS PRORATE PER SCHOOL DAY ABOVE THE HALF DAY REGISTRATION FEE.*

CLASS/COURSES-REQUIRED GRADES 6, 7, & 8

- \$ 90 SPANISH TEXTBOOKS PER STUDENT FOR BUTLER JR HIGH..... \$ _____
- \$ 90 LANGUAGE ARTS TEXTBOOKS PER STUDENT FOR BUTLER JR HIGH. \$ _____

SUBTOTAL REQUIRED FEES: \$ _____

ELECTED/OPTIONAL FEES

SCHOOL DONATIONS

- \$ 25 VISUAL ART ENRICHMENT RECOMMENDED DONATION PER CHILD..... \$ _____

PARENT TEACHER ORGANIZATION

- \$ 95 GOLD MEMBER-INCLUDES ALL ITEMS BELOW..... \$ _____
- \$ 35 PTO ANNUAL DUES (ONE PER FAMILY) \$ _____
- INCLUDES ACCESS TO ONLINE HANDBOOK*
- \$ 20 DRAMA BOOSTERS \$ _____
- \$ 20 MUSIC BOOSTERS (Supports activities for all children) \$ _____
- \$ 20 SPORTS BOOSTERS (Supports activities for all children) \$ _____

PTO SUBTOTAL..... \$ _____

BAND/CHOIR

- \$ AS NEEDED, SEE INSTRUCTIONS AND PRICES LISTED..... \$ _____

PE UNIFORMS

- \$ AS NEEDED, SEE INSTRUCTIONS AND PRICES LISTED..... \$ _____

TRANSPORTATION FEES

- \$500 PER FAMILY FOR BROOK FOREST..... \$ _____
- \$500 PER FAMILY FOR BUTLER JR HIGH..... \$ _____

PENALTIES

- \$ 25 PER STUDENT PENALTY FOR REQUIRED FEES PAID BETWEEN JUNE 2- 30..... \$ _____
- \$100 PER STUDENT PENALTY FOR REQUIRED FEES PAID AFTER JUNE 30..... \$ _____

ONLINE PAYMENT PROCESS-USE THE PERSONAL INFORMATION IN PARENT PORTAL-EPAY STUDENT & FAMILY DATA