

FROM THE OFFICE *of*
JASON P. DANDURAND, Ed. S.
618.254.7550
jdandurand@roxanaschools.org
[@DandurandJason](https://www.facebook.com/DandurandJason)

ROXANA HIGH SCHOOL
ROXANA COMMUNITY UNIT SCHOOL DISTRICT 1
401 NORTH CHAFFER | ROXANA | ILLINOIS 62084
"Achieving Excellence with Passion, Pride, & Partnership"
www.roxanaschools.org | FAX: 618.254.7580



Dear RHS Parents and Guardians,

Welcome to the 2016-17 school year at Roxana High School, which begins on Friday, August 19, 2016. We will be conducting the mandatory annual registration process of returning high school students on the following day and time:

RHS Registration
Thursday, August 4, 2016
8:00 a.m. - 7:00 p.m.
Commons - Enter at the Commons Entrance

We encourage all parents and guardians, who have not yet registered, to attend during the above scheduled date and time.

Other important information regarding this year's registration process:

- In order to register, new students and parents must show a valid driver's license/State ID, student's birth certificate, and provide three (3) proofs of residency. **Returning students who have not yet registered for the upcoming year must also provide the three proofs of residency.**

The following information has been included for your convenience. Please take time to review this information in order to better prepare and expedite your time at registration:

- **Student Registration /Emergency Form** - Please review and make any necessary changes for the upcoming year. Please turn this form in at station 1 upon arriving to Registration on August 4.
- **RHS Registration Station Form** - This form will provide a brief description of each station at registration including any fees that may apply at this station.

We look forward to serving you during this exciting time as we prepare for the start of the new school year. If you have any questions or need assistance with alternative arrangements, please do not hesitate to call (618) 251-7020. We hope you are having a wonderful summer. Go Shells!

Yours in Education,

Jason P. Dandurand
Jason Dandurand, Ed. S.
Principal

Roxana High School
REGISTRATION
Thursday, August 4, 2016

RHS Registration Station Form

Registration has five (5) stations. Please be sure to stop at each one to find out how the station applies to you. Listed below are the stations with a brief description of each. All fees will be paid at the fee payment station.

1 ID & Proof of Residency

In order to update our records the parent/head of household needs to show a valid driver's license (photo ID) and provide *three (3) proofs of residency.

(one from A and two from B):

Category A

Real estate tax bill
Signed lease
Mortgage document or payment book
Residency Attestation
Military housing letter
Section 8 letter

Category B

Gas bill	Public aid card
Electric bill	Medical card
Water/Sewer bill	Food stamp card
Phone bill (no cell)	Credit card statement
Cable bill	Paycheck stub
Vehicle registration	City sticker receipt
Bank statement	Driver's license/State ID

2 Athletics and Physical Information

Completed physical forms should be turned in here.

Students participating in athletics can turn in or pick up the IHSA Physical forms here.

Students participating in athletics can sign and submit the Code of Conduct here.

3 Lunch Applications & Cafeteria Payment Plan

Money can be deposited into the student's account for purchase of breakfast and lunch items from the cafeteria.

Students must have money deposited in their cafeteria account in order to purchase breakfast and lunch at RHS.

High School breakfast price is \$1.35. High School lunch price is \$2.35. Extra milk is \$0.50. RCUSD1 utilizes Family Web Access. Family Web Access allows you to view and deposit money on your child's food service account.

4 Fee Payment

Every student is assessed a **\$65 registration fee**. Please make checks payable to: Roxana School District.

5 Information Handouts

Additional information items are handed out here, including bus routes.