

**LAKES COMMUNITY HIGH SCHOOL**  
**2011-2012 Mail-In Registration Check List**  
**Class of 2012**

In an effort to save paper and postage, we have posted many documents online. Please return materials, as appropriate, or bring them to the LCHS Main Office by **Monday, July 18, 2011.**

Please direct questions to the Guidance Office at 847-838-7144.

Summer Office Hours (beginning Week of June 6)

Monday-Thursday 7:00 AM – 3:30 PM (Offices are closed on Friday)

### **Enclosed in this Mailing**

- ✓ **Verification of Student Information – Required** - Please review and return. Make corrections on the enclosed form. Please note and complete the additional information the State of Illinois requires:
  - Ethnicity – this section has changed – please read carefully
  - Legal first, middle and last names (as they appear on the birth certificate)
  - Mother’s maiden name
  - Birth city, state, and country
  - Please be sure to update contact information, *including a current email address.*
- ✓ **Student Fee Schedule**– Please complete and attach a check payable to LCHS or supply necessary credit card information. *You may also pay most fees online.* For families with more than one student attending LCHS, only one check is necessary. Additional fees for athletics and fine arts should be paid at a later date. Per State of Illinois Mandate, **Fee Waiver Applications** will be available in late July.
- ✓ **Emergency Medical Information** – One form **required** for each student.
- ✓ **Release of Records – Required** to send to colleges or schools other than LCHS. Parent signature must be included if a student is under the age of 18 years of age.
- ✓ **Class of 2012 Diploma Information - Required**
- ✓ **Sex Offender Notification** (*only if this applies to a parent/guardian*)
- ✓ **Military OPT Out Form – Required & Pesticide Notification - Optional**
- ✓ **Booster Club Membership & Survey – Highly Recommended**
- ✓ **FERPA** (*Family Educational Rights and Privacy Act*) Notice - for your information only
- ✓ **Student Records Bulletin** – for your information only

### **Available Online**

[www.lakeeseagles.com](http://www.lakeeseagles.com)



- ✓ **Summer Reading Assignments** – required for most English courses
- ✓ **Mosaic Literary Magazine Information & Order Form**
- ✓ **2012 Yearbook Information**
- ✓ **Athletic Information and Summer Camp Registration**
- ✓ **Parking Permit Request - Optional** - Forms must be returned with payment, copy of driver’s license and current proof of insurance. Return of these documents does not guarantee a parking sticker.
- ✓ **Student Accident Insurance Information** – on line after June 15, 2011
- ✓ **Tentative Calendar and Bell Schedule for 2011-2012**
- ✓ **Dress Code**
- ✓ **Medication Waiver** – Students who are required to take medication during the school day must submit this form that requires a doctor’s signature. (One form for each student, if necessary).
- ✓ **Medical Forms**

**OVER**

## **Information Available Later This Summer:**

- ✓ *PASS Pins for checking student grades online.*
- ✓ *Mealtime – instructions for crediting a student's lunch account*
- ✓ *Bus Routes – available online in August*
- ✓ *Fee Waiver – available online in late July*

## **Student Schedules and Textbooks** will be distributed

Tuesday, August 9            1:00 – 5:00 PM

Wednesday, August 10    3:00 – 7:00 PM

The Guidance Department and Administration have made staffing assignments and have balanced classes so that students have the opportunity to get the best education possible. *Schedule changes will not be made to accommodate changes in teachers, lunches, additional study halls, or changes in course preferences.*

## **Looking Ahead to 2011-2012**

Only semester report cards will be mailed. Grades are always available on the PASS system. Questions about using PASS can be directed to the Guidance Office at (847) 838-7144.