

Our mission is to educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors.

Information about Centralized Enrollment

New families to Naperville Community Unit School District 203 will enroll their school age children at a centralized office located in the school district's administration building. After enrollment is completed, families will visit their school(s) of attendance to register, receive class schedules or register for courses, and learn more about their new school(s).

The following FAQ provides background information about the enrollment process. If you have additional questions, please call the Centralized Enrollment Office at 630-548-4320 or Maureen Dvorak, School Services Manager, at 630-420-6446.

Is there a difference between enrollment and registration?

- **Enrollment** is typically a *one time only* event that occurs when a student enters the school system for the first time. Parents or guardians must prove residency and provide other pertinent information in order to enroll their child/children. If a student leaves the district and returns, the parent/guardian(s) is required to re-enroll their student(s).
- **Registration** is a yearly event in which parents/guardians update information and pay fees for their children. Junior High and High School students receive class schedules and complete other functions to prepare for a new school year.

What is *centralized* enrollment?

- By centralizing enrollment, new families can complete the enrollment process, file all required documentation and receive approval for registration all from one location. During a families' appointment at the Centralized Enrollment Office,

Parents/guardians will be asked to:

- Provide proof of residency as defined by district policy
- Complete necessary paperwork

Enrollment secretaries will:

- Review and file legal documentation for each child (birth certificates, letters of good standing, etc.)
- Verify residency
- Confirm school assignments

**NAPERVILLE COMMUNITY
UNIT SCHOOL DISTRICT 203
ADMINISTRATIVE CENTER**

203 West Hillside Road
Naperville, Illinois 60540

630-420-6300

www.naperville203.org



**Naperville
Community
Unit School
District 203**

What is the school's role regarding enrollment?

- Schools will no longer be able to process student enrollment. If a family contacts the school they believe their child will be attending, the school will provide the phone number, location and hours for the Centralized Enrollment Office.
 - Electronic confirmation of enrollment will be forwarded to the schools from the Centralized Enrollment Office
 - Schools will assist families with the registration of their child
 - High school students will arrange to make their course selections

How will the school know if a student is successfully enrolled?

- Families will be given an enrollment verification form. Information on this form will assist them in making a registration appointment at their school. Confirmation of enrollment will be electronically forwarded to the school from the Centralized Enrollment Office.

What if my child is entering kindergarten or the early childhood education program?

- In February a Kindergarten Preview is held at each elementary school to enroll the students. All other enrollments take place at the Centralized Enrollment Office.

Where is the Centralized Enrollment Office?

- The Centralized Enrollment Office is located at the Public Schools Administration Center (PSAC), 203 W. Hillside Road, Naperville, IL.

When are centralized enrollment services available?

- During the school year, Centralized Enrollment Office hours are:
 - Monday through Friday – 7:30 am until 4:00 pm
 - Early Hours - Tuesday mornings at 6:30 am (by appointment only)
 - Late Hours - Wednesday until 7:00 pm (by appointment only)
- Summer hours are 7:30 am – 3:30 pm, Monday-Friday.

How can families learn more about centralized enrollment?

- Call the Centralized Enrollment Office at 630-548-4320 during regular office hours or leave a message. One of the enrollment secretaries will be glad to provide assistance.

Additional information is available on the Naperville D203 web site at www.naperville203.org.