

May 3, 2021

Dear Parents/Guardians:

District 203 conducts an Annual Update for the coming school year for students planning to enter kindergarten through fifth grade. This process was moved online to save you time, ensure accurate information is entered into our student information system, and allow for quick updates each year based on the information already in the system. Included in this packet are materials that provide additional information about the coming school year. The following information will assist you in completing each of your student's Annual Update for the 2021-2022 school year:

- **The Annual Update must be completed online by May 31, 2021.** While this information is specific to elementary students, please complete the Annual Update for students you may also have in junior high and/or high school, at the same time.
- **To access the Online Annual Update forms, you will need your Infinite Campus Parent username and password.** This is the same information that you would have used to schedule a Parent/Teacher Conference earlier in the school year. If you do not have a Campus Parent account, contact **Parent Support** via email [parentsupport@naperville203.org](mailto:parentsupport@naperville203.org)
- Note that changes in address must be updated through a scheduled appointment with our Centralized Enrollment Office. Appointments can be made by calling 630-416-2834.
- **Elementary Student Fees are also due by May 31, 2021.** The Fee Statement and directions for paying fees will be emailed to each elementary family on May 3. This statement provides a total amount for general fees, technology fees, and any optional fees for each elementary student. We will work with any family that needs financial assistance. Information regarding school fees for junior high and high school students will be communicated to parents at a later date. Should you not receive an email with fee statement on May 3, contact the school office.
- The Free and Reduced Fee Waiver Application will be included in our summer mailing to all families. The form will also be accessible on the district website on July 1, 2021.
- If you know now that your child(ren) will not be returning in August due to a move or other circumstance, please let the school know as soon as possible by emailing your student's teacher.

Completing the online Annual Update by May 31 is necessary so we may have all plans in place for your child to have a successful 2021-2022 school year. You will continue to receive email reminders between now and May 31 until it is completed. **Your student will not be assigned to a classroom for 2021-2022 until the Online Annual Update is completed.**

As in the past, there will be a bulk summer mailing in late summer. It will contain specific information pertaining to the start of the school year such as the date that classroom assignments will be posted online, the dates of Parent Orientation, and information from Home & School.

Sincerely,



Principal

Kingsley Elementary School