

May 1, 2023

Dear Parent/Guardian:

Naperville 203 conducts an Annual Update for the coming school year for students planning to enter kindergarten through fifth grade. This is an online process to save you time and ensure accurate information is entered and/or updated in our student information 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 2023-2024 school year:

May 4	Elementary Families Emailed Fee Statement
May 19	Elementary Fees Due
May 26	Annual Update Due
July 1	Free & Reduced Fee Waiver Application Opens

- 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 this school year. If you do not have a Campus Parent account, contact **Parent Support** via email [parentsupport@naperville203.org](mailto:parentsupport@naperville203.org)
- While this communication is specifically about elementary students, you may also complete the Annual Update for any students you may currently have in junior high or high school at the same time. Please do so no later than **May 26, 2023**.
- Elementary Student Fees are due by **May 19, 2023**. The Fee Statement and directions for paying fees will be emailed to each elementary family on May 4, 2023. This statement provides a total amount for general fees, technology fees, and any optional fees for each elementary student. Parents will receive school fee information for junior high and high school students at a later time. Please contact the elementary school secretary if you do not receive a fee statement for your elementary student on May 4, 2023.
- Financial assistance is available for families that qualify. The Free and Reduced Fee Waiver Application will be included in our summer mailing to all families. This form will also be accessible on the district website on July 1, 2023.
- Note that changes in address must be updated via a scheduled appointment with our Centralized Enrollment Office. Appointments can be made at [www.naperville203.org/ChangeofAddress](http://www.naperville203.org/ChangeofAddress)
- If you know now that your child(ren) will not be returning next school year due to a move or other circumstance, please let the school know as soon as possible by contacting the school office.

Completing the online Annual Update by May 26, 2023 is necessary so we may have all plans in place for your child to have a successful 2023-2024 school year. You will continue to receive email reminders until it is completed. **Your student will not be assigned to a classroom for 2023-2024 until the Annual Update is completed.** As in the past, there will be a 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 date of Parent Orientation, and information from our Home & School.

Sincerely,

*Erin C. Casey*

Ranch View Principal