

PONTIAC
COMMUNITY
CONSOLIDATED
SCHOOL
DISTRICT
#429

District Website
www.pontiac429.org

SUPERINTENDENT
Steve Graham
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117 West Livingston Street
Pontiac, Illinois 61764
(815) 842-1533
Fax: (815) 844-5773

CENTRAL ELEMENTARY SCHOOL

(815) 844-3023
Fax: (815) 844-5773

LINCOLN ELEMENTARY SCHOOL

(815) 844-3924
Fax: (815) 844-4720

WASHINGTON ELEMENTARY SCHOOL

(815) 844-3687
Fax: (815) 844-2710

PONTIAC JUNIOR HIGH SCHOOL

(815) 842-4343
Fax: (815) 844-6230

SPECIAL NEEDS OFFICE

(815) 844-5448
Fax: (815) 844-6230

Spring, 2009

Dear Parents,

We hope that your family will enjoy the rest of this school year and have a restful and enjoyable summer. As we look forward to next school year and the implementation of attendance centers, we are continuing the early registration process and we encourage all parents to take advantage of this opportunity. Registering your child early saves time for all of our families. We will have the contents of the registration packet available on our district website – www.pontiac429.org. These same contents are available in this packet. Also, if you pay your child's fees before June 1, 2009, you can still pay the 2008-09 costs. If you do not pay your fees before June 1, 2009, a \$10 increase will be added to the 2009-10 school fees.

Complete and return these enclosed items:

1. Student Enrollment/Emergency Form
2. Administration of Medication Form (if needed)
3. Medical History Questionnaire (requested for each student)
4. Bus Transportation (if eligible)
5. Student Fee Sheet (required for each student)
6. Parent Authorization Form (required for each student)
7. Homeless Form (required for each student)
8. Home Language Survey (required for each student)

This information should then be placed in the enclosed self-addressed envelope along with your payment (check made payable to Pontiac District 429). If you are unable to pay the fees at this time, please send your registration materials and we will accept your payment prior to the first day of school. **We are encouraging parents to return these forms to their child's school by Monday, June 1.**

Completed physical forms and immunization records should also be placed in the envelope for students entering Pre-K for the first time, Kindergarten, and 6th grade. If you do not have your completed physical form and/or immunization records at this time, we ask that you send in all other registration materials and send us the physical forms and immunization records just as soon as they are completed.

Dental forms for students entering kindergarten, 2nd and 6th grade should also be placed in the envelope. If you do not have your completed dental form at this time, we ask that you send in all other registration materials and send us the dental form just as soon as it is completed.

Eye exam forms for students entering kindergarten should also be placed in the envelope. If you do not have your completed eye exam form at this time, we ask that you send in all other registration materials and send us the eye exam form as soon as it is completed.

Specific Instructions for each form listed:

1. Student Enrollment/Emergency Form- (1 per child)-

- Complete the entire form.
- It is very important that we have two or more local emergency numbers for each child.

- **If you change your address or telephone number, you are required to notify your school's office.**

2. Administration of Medication Form – (if needed)

- Complete the form and return in your envelope.
- ***This form must be completed by your physician if your child will take prescription and /or non-prescription medication at school.***
- ***This form must be signed by parent and physician.***

3. Medical History Questionnaire – (requested for each student)

- Complete the form and return in your envelope.

4. Bus Information Sheet – (if eligible)

- Complete the bus information sheet and return in your envelope.
- If you wish to have your child transported to a daycare provider, the form must be completed and returned.

5. Student Fee Sheet (required for each student)

- Fill out one fee sheet per student.
- Please mark the payments you are including in the envelope.
- Make checks payable to **Pontiac District 429.**
- **Educational Fees: (must be paid even if you are approved for a waiver)**
- **Free or Reduced Lunch, Free Milk and Textbook Waivers** will be available at the school offices after August 3, 2009. ***PLEASE READ THE ADDITIONAL NOTICE IN THIS PACKET REGARDING FREE AND REDUCED LUNCH BENEFITS AND TEXTBOOK WAIVERS.***
- **Student insurance forms will be available at each school office after August 3, 2009.**

6. Parent Authorization Form (required for each student)

- Place a check mark on every area you give your permission.
- Sign, date and return in your envelope.

OTHER IMPORTANT INFORMATION:

First day of Attendance – First day of pupil attendance for all students (except PM ECE and PreK) will be Wednesday, August 19. Classes will run from 8:00 a.m. to 11:15 a.m. **Dismissal will be at 11:15 a.m. Regular dismissal at 3:00 p.m. will begin on Thursday, August 20th. Breakfast will be served on Wednesday, August 19th.**

Class Lists – All attempts will be made to have tentative class lists posted at each individual grade school on or about August 12. These are subject to change.

Jr. High Schedules – All attempts will be made to have schedules available at the Jr. High office on or about August 12.

If you have any questions, feel free to call your school office.

Sincerely,

District #429 Administration