

Instructions for MCHS Residency

1. Log into PowerSchool using your parent account

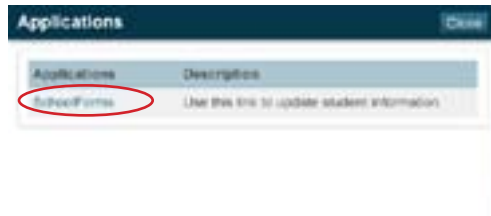
If you do not have your Powerschool username and password, please contact Stephanie Ledesma at sledesma@mchs.net with your student's name and grade level. You will receive an email with your username and password within 2-3 days. Please note: a computer kiosk is available at Central & South Campus for those families that do not have computer/Internet access at home.



2. Once you are logged into PowerSchool on the right-hand side you will see click here and choose SchoolForms to complete the Online Residency; click on the box with the arrow.

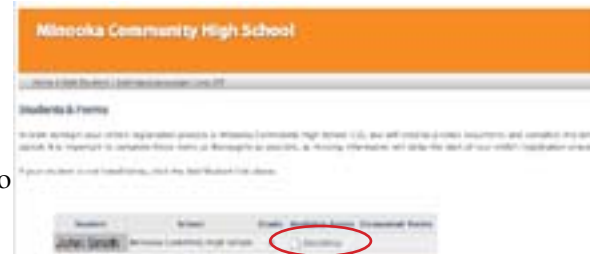


3. Click SchoolForms



4. You will now begin the Residency process by clicking on "Residency"

All students/families must provide Minooka Community High School District #111 with two acceptable proofs of residency. A detailed listing of what items are acceptable proofs of residency can be found on the orange informational sheet. You will be able to submit these items electronically as part of this process, but please note that you must have these items available at the time you register online, as you are not able to log back in to the system to submit them at a later time. If you are unable to submit these items electronically, please complete the attached informational sheet and return the sheet and your proofs of residency to the high school main office at either campus. If you have any questions please feel free to contact Stephanie Ledesma, Assistant Registrar, at 815-467-2140, ext. 5090.



Enter all of the required information on each form and click **Save Form**. Continue through each form until you have completed the residency process. The last screen will inform you that you have completed the residency process. Be sure to click Confirm Form to Complete on the confirmation page before you click Save Form.