La Grange School District 105

Enrolling New Students to the District

This guide will show you how to register a new student to La Grange District 105 using the PowerSchool Enrollment Express program. You can enroll a new student either using a web browser or loading the PowerSchool Mobile Application for Apple or Android devices.

1. Open your browser and go to https://www.d105.net/register. Open the different sections for information on what is needed for residency verification, any health-related documents, and transfer student information. Paper copies can either be brought to the school or if you have electronic versions, they can be uploaded during registration.

	Expand All
District Boundaries	>
Residency Requirements	>
Residency Forms	>
Health Requirements/Forms	>
New or Transfer Student Registration	>
Registration Fees and Technology Supplies	>
Instructions/Getting Started	>

2. Expand the Instructions/Getting Started section for downloadable instructions. Scroll to the bottom of the section and click on the New Registration icon.

New Registrations

3. You now will see the La Grange D105 Pre-Registration Form. Fill in the information about your student and click on "Submit". For any other students you need to register, fill out the form again and click on "Submit".


4. You will receive an email for each new student that the form has been submitted and is awaiting approval.

5. Once approved, you will receive another email for each student submitted above, with instructions on creating a new D105 PowerSchool Parent Portal Account and attaching your student(s) or updating a current account with the new student(s).

6. Once attached you can login and select the student from the top bar and then select Forms from the left-hand menu.

7. Select the gear icon on the right side and select "Yes" to enable parent notifications and add your email address. This is important because, if any of the forms are rejected you then would receive an email notification to go back and correct the form. Click on "Save".
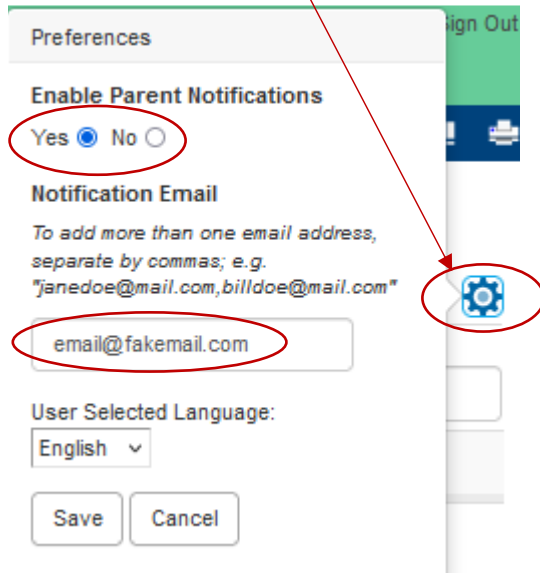
8. Under the Enrollment tab, select the first form "A. [D105] Packet Signature Page" under category 1, unless you are registering a student for Speech only services, then you would select the first form under Category 3 named "A. [Speech] Packet Signature Page".

9. Fill out the required information. If you are registering multiple students, there are several forms that you can submit for the entire family which you will see in the form description. Click on the arrow to the right of the submit button and then select "Submit for Family". It then will list other students attached to your account with all of them selected. Click on the "Submit" button to submit for all of them. If you are registering one student, just click on the "Submit" button at the bottom of the screen.
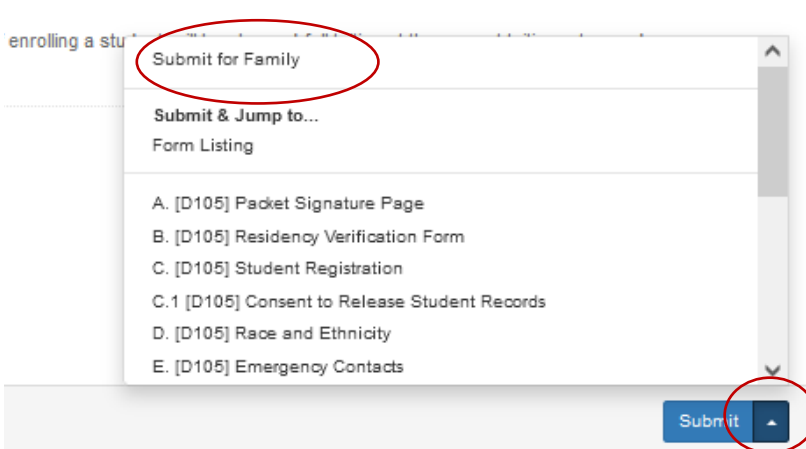
10. After submitting, the system will automatically open the next form. You also have the option of clicking on any of the form tabs at the top to go to that form. Continue filling out the forms. If you need to, you can click on the "Save for Later" button to save your entries and come back and continue later.

11. You will receive an on-screen notice after submitting the last form. **If your student is going into 7th or 8th grade, you will also need to select the Gurrie form under Category 2.** Within this form there is also a link at the bottom to a Google Document to select the desired Exploratory Classes.

12. If you selected to pay by cash/check, you can bring the payment and payment form to any of the schools to drop off. If you chose to pay online, you can go to the D105 website (www.D105.net) and then select **Parents>Webstore** to find instructions on setting up an online account.

13. Should you have any questions, please either contact the school secretary or email registration@d105.net