

May 5, 2022



## MELROSE PARK

ELEMENTARY SCHOOL

Dr. Sherri Rodriguez  
Principal

Ms. Melissa Sepúlveda  
Assistant Principal

📞 708.450.2042

📠 708.344.1162

📍 1715 W. Lake Street  
Melrose Park, IL 60160

✉ info@maywood89.org

🌐 melrosepark.maywood89.org

Dear Melrose Park Families,

The end of the school year is fast approaching and we have a lot to look forward to!

### 2022-2023 Registration/Residency Updates

Please do NOT make an appointment to prove residency until you have completed online registration. Not all families need to prove residency.

**Online Registration must be completed for ALL students and must be done PRIOR to proving residency. *Not all families will have to prove residency.* Families that have to prove residency will be notified at the end of your child(ren)'s online registration.**

Residency Verification will take place on June 7th and June 8th. If you must prove residency, please use the following link to make an appointment: <https://www.picktime.com/MelroseParkschool>

**If you have an incoming Kindergartner** for the 2022-2023 school year, please mark your calendars for Residency Verification for June 7<sup>th</sup> and June 8<sup>th</sup>. As stated above, online registration will need to be completed prior to coming in to prove residency and bring in documentation.

All incoming Kindergartners are required to prove residency. The following items must also be brought in:

- Original Birth Certificate
- Health Physical with Immunization Records
- Dental Exam
- Vision Exam.

*Please do not wait until August.* We encourage you to complete this process early so we can plan accordingly to best support your children.

Also this gives you time to get the medical exams done early as we have noticed that doctors offices are in high demand at the beginning of the school year and appointments become hard to get.

For families with students in other grades levels, more information will be coming soon regarding registration and residency.

\*\*\*Keep in mind, the school office does **not** take registration and residency from June 9th through August 8<sup>th</sup>. \*\*\*

Please note that if you will be moving and transferring out, you can contact the school office and request a transfer to be prepared for the last day of school.

### Upcoming Dates to Remember:

- Tuesday, May 10<sup>th</sup> – Early Release
- Monday, May 30<sup>th</sup> – No School
- Tuesday, May 31<sup>st</sup> – Field Day
- Thursday, June 2<sup>nd</sup> – Last day of School

### Final Thoughts

If you or your family are experiencing any hardships, please reach out to Dr. Rodriguez or our social worker, Ms. Torres, as our staff is here to help.

Have a great weekend!

*Dr. Rodríguez & Ms. Sepúlveda*