

Payton Registration FAQs

Q: Is there a difference between enrollment and registration?

Yes, there is a difference. Enrollment is for incoming freshmen and students returning to the district after a prolonged absence. Enrollment is typically a one-time event that occurs when the student enters Payton for the first time (usually 9th grade). Parents/guardians must provide proof of residency within Chicago and other family information in order to enroll their child/children. If the student leaves the district and returns, the parent/guardian is required to re-enroll their students. Registration, on the other hand, is repeated every year. In August, we ask students' families to update their contact information, submit CPS-required consent forms and pay school fees. Typically, students receive their course schedules at registration; this year, however, schedules are delayed. We will notify students and families as soon as course schedules are posted on ASPEN.

Q: When does school start?

The first day of school is August 22, 2022.

Q: How do I return my registration forms?

This year we are having an in person registration.

Registration is the week of August 8-12 between 9am-1pm as follows:

Seniors- August 8th

Juniors- August 9th

Sophomores- August 10th

Freshman-Various days during the week of freshman connection August 10-12

Q: What if I can't print forms at home or mail papers back to school?

Please contact one of our School Clerks, Wanda Baez (wibaez@cps.edu) or Mary Grubich (mmgrubich@cps.edu) to make other arrangements for submitting registration paperwork.

Q: Where should I send physicals and immunization/shot records?

You may bring them directly to the school during your registration day.

Q: Does my student need any new shots or a health exam/physical?

Please consult this [CPS Health Requirements](#) document or contact our school nurse, Mary Soeding, at mesoeding@cps.edu. Your student's doctor may also be able to advise on required health checks and immunizations for your child's age/grade level.

Q: Help! I don't remember my password for ASPEN. I have tech issues.

Contact Payton's Tech Office at tech@wpcp.org.

Q: I am a returning student and I have a new address. What do I need to submit to update my address with the school?

Please submit copies of two of the following documents showing your family's name at your new home address:

- Current utility bills
- Illinois driver's license
- State of Illinois identification card
- Employer identification card
- MediPlan/Medicaid Card
- Voter registration card
- Court documents
- Illinois Department of Public Aid card

Q: Will school meals still be provided?

Yes. CPS provides all students free breakfast and lunch.

Q: Do I need to return a CPS Family Income Form if my family doesn't qualify for free/reduced lunch?

Yes, Payton needs to have a CPS Family Income Form (lunch form) on file for every student, regardless of family income. You do not need to provide income information: simply follow the opt-out instructions on page 10 of the registration PDF packet. Nevertheless, every student needs to return a signed lunch form.

Q: I have a question about my child's individualized education (IEP) and transportation. Who can I contact with questions?

You can contact our Case Manager, Casey Zacher, at czacher@cps.edu

Q: Are the student fees required?

Student fees are assessed every year and required of families who can pay them. Families can apply for fee waivers or reductions if school fees are a financial hardship.

Q: How can I apply for a waiver or reduction of school fees?

Please complete the **BOTH** CPS Family Income Form (page 16-17 for 9th/10th grades, page 13-14 for 11th/12th grades) Application for Waiver of Fees (page 14 for 9th/10th grades, page 11 for 11th/12th grades) in the registration PDF packet and return it with **proof of income** by Sept. 30th. The application and supporting documentation should be submitted together during registration.

Q: Can I pay the student fees in installments?

Yes. Please contact Payton's Business Manager, Amma Nantwi at aanantwi@cps.edu.

Q: How do I know how much my fees are?

Fees for students in each grade are listed on page 10(9th/10th grades) or page 13(11th/12th grades) of the registration PDF packet. You can also log into your **parent account in ASPEN** for a detailed breakdown of your outstanding balance (**Fee information is NOT shown in the student's ASPEN account**).

Q: When are school fees due?

We ask that all fees be paid by August 20th. If you'd like to pay in installments or make special arrangements, please contact our school's business manager, Amma Nantwi, at aanantwi@cps.edu. If you think your family will qualify for a fee waiver or reduction, you do not need to pay school fees now, but you will need to submit the Application for Fee Waiver form before Sept. 30. Your family will be notified of the status of your waiver application by the end of first semester.

Q: How do I pay school fees in ASPEN?

Step 1: Log into ASPEN

Step 2: Select "Family"

Step 3: Select student for whom you are paying fees

Step 4: Select "Transactions" on left-hand side bar

Step 5: To pay all fees, select the box at the top of the grid. To pay only specific fees, select the box next to the fee you want to pay.

Step 6: Select "Pay online," the gray box at the top of the grid. The box activates only after you select the fees you want to pay.

Step 7: You will be directed to the payment page, where you can input credit card information.

Q: I'm in ASPEN to pay fees, but I do not see my Payton student.

Please contact one of our School Clerks, Wanda Baez (wibaez@cps.edu) or Mary Grubich (mmgrubich@cps.edu) to update your access and make sure your student is connected to your ASPEN parent account.

Attachments area