D301 Parent Guide to Online Registration

This guide was developed to walk guardians step-by-step through online registration. If you have any questions that are not addressed here, please contact your school office.

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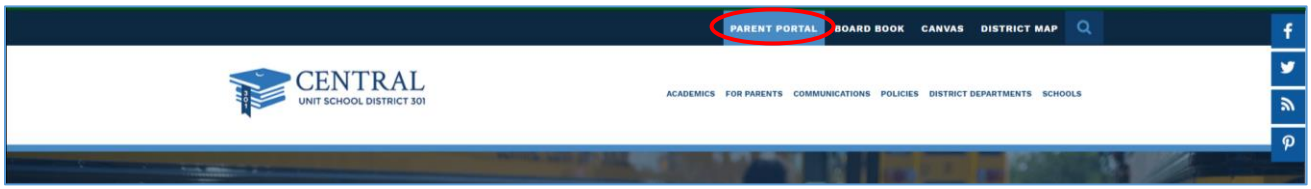
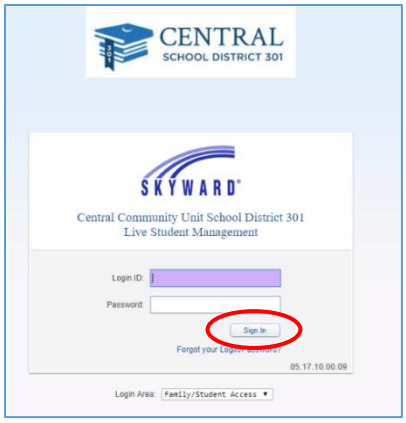
1 To access online registration, go to the district website (www.central301.net) and click on *Parent Portal* in the top black bar to go to Skyward.



Enter your Login ID and Password in the appropriate fields. If you do not know your Login ID or Password, please contact your school office. Click *Sign In*.



If desired, you may write your Login ID and Password here for future reference:

My Login ID: _____

My Password: _____

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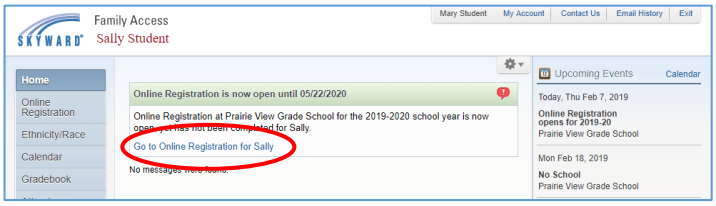
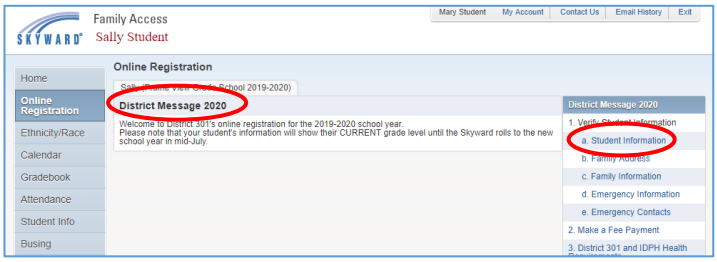
2 Once logged into Skyward, you should see online registration information in the center of the screen.



If you are completing online registration prior to our "roll-over" in July, your student's 2019-2020 grade and school will be reflected throughout the 2020-2021 online registration. This information will be automatically changed during our roll-over process.



If you have multiple students in the district, you will see online registration for each student. Click on *Go to Online Registration* for the student you would like to register first.

Once in the Online Registration page, please note any District Messages that may be posted.

Click on *Student Information* on the right-hand side.

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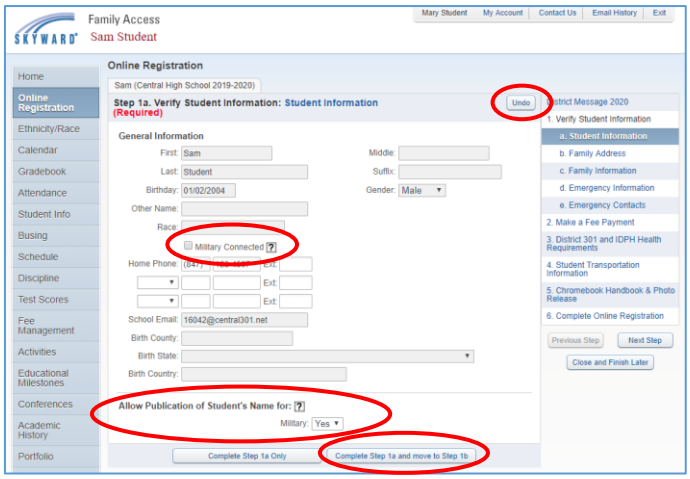
3 Information for Step 1a has already been entered for you. Please review the information entered for accuracy. Boxes that are shaded (gray) cannot be edited by guardians. Boxes that are not shaded (white) may be edited but will require approval by office staff. If you need to make a change in a field that you cannot edit, please contact your school office.



Check the Military Connected box if the student is connected to a CURRENT active duty military parent/guardian.

Please note that phone numbers for guardians will be entered on another step. Phone numbers on this page are for **student** phone numbers.

For students enrolling in the high school, you will be asked if you want to allow sharing of your student's name with the military.

If you make a change in error, click *Undo* in the top right corner. Once all information has been verified, click *Complete Step 1a and move to Step 1b*. A check mark will appear next to step 1a to indicate it has been completed.

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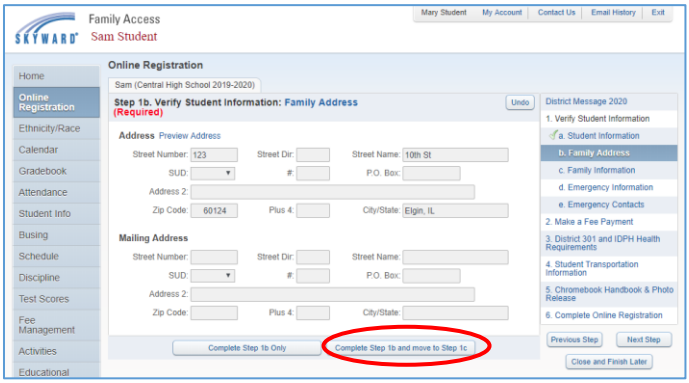
4 Information for Step 1b has already been entered for you. Please review the information entered for accuracy. Changes to this information may not be made by guardians. If any of this information has been entered incorrectly, or if you have moved, please contact the school office.



After reviewing information for accuracy, click *Complete Step 1b and move to Step 1c*.

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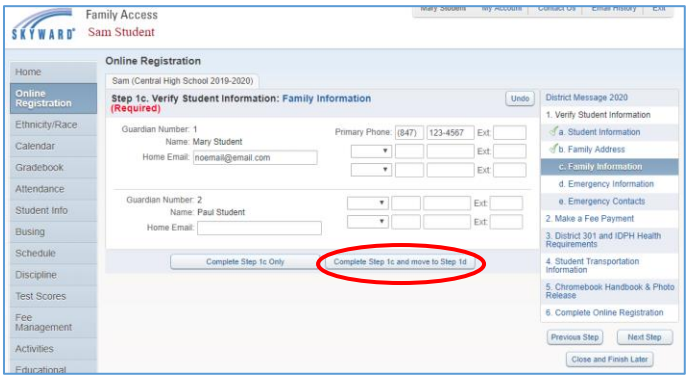
5 Some information for Step 1c has been entered; however, guardians may make changes to, add, or delete information on this page. (Please note that guardians may only view and make changes to information for guardians at the same address. If there are additional guardians with a separate address, they will need to update their information themselves.)

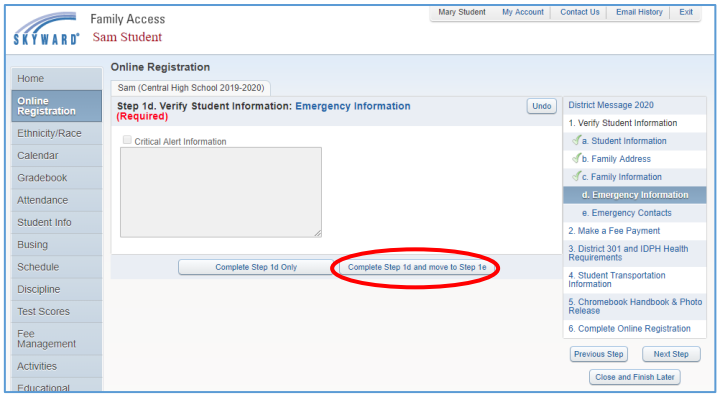


Once all information has been updated and/or verified, click *Complete Step 1c and move to Step 1d*.

6

If the health office has record of any critical health information for your student, it will be listed on this screen. Guardians may not make changes to this section; however, it is important that the information be reviewed for accuracy. If any of this information is not correct, or if you have additional information that should be entered, please contact your school health office as soon as possible.

After reviewing any Critical Alert Information, click *Complete Step 1d and move to Step 1e*.

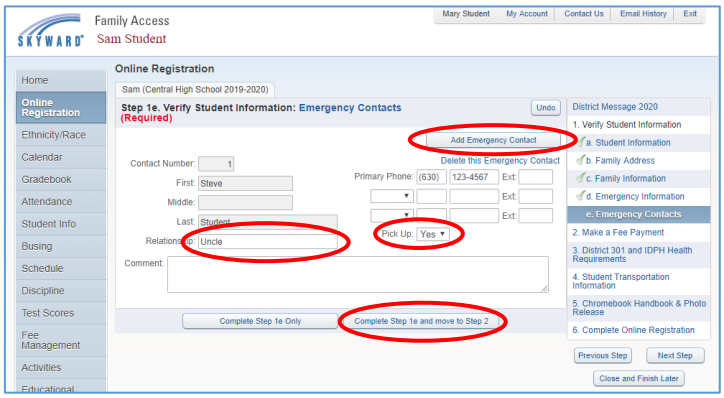


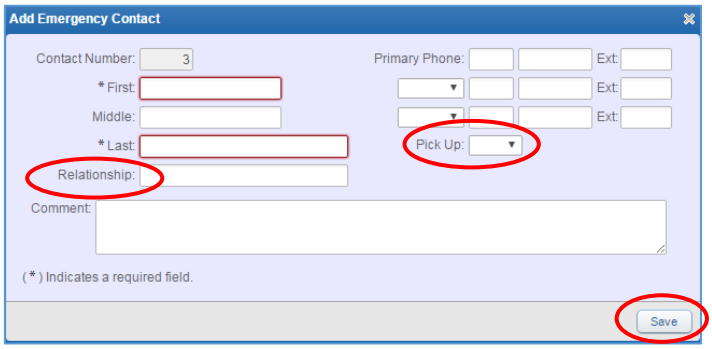
7

It is requested that each student have at least 2 emergency contacts in addition to his/her guardians. You may see guardians listed as emergency contacts on this page. To add a new emergency contact, click *Add Emergency Contact*.

The Add Emergency Contact window will appear. Please enter as much information as possible, including phone numbers and the relationship to the student. If you want to authorize the emergency contact to pick up your student from school, select *Yes* from the *Pick Up* drop-down box. Click *Save* to add the emergency contact. Click the X in the top right corner to cancel without saving. Repeat for additional emergency contacts. Each student may have up to 5 emergency contacts.

** Please note that all Emergency Contact information can be viewed by all listed guardians.**



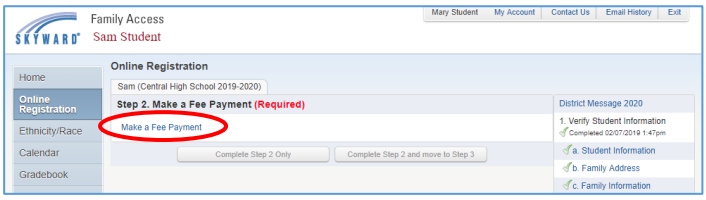


If you need to delete an emergency contact, click on *Delete this Emergency Contact* above the contact's phone numbers. (Deleting a guardian as an emergency contact will not delete the guardian, only remove the record from the emergency contact page.)

Once all information has been updated and verified, click *Complete Step 1e and move to Step 2*.

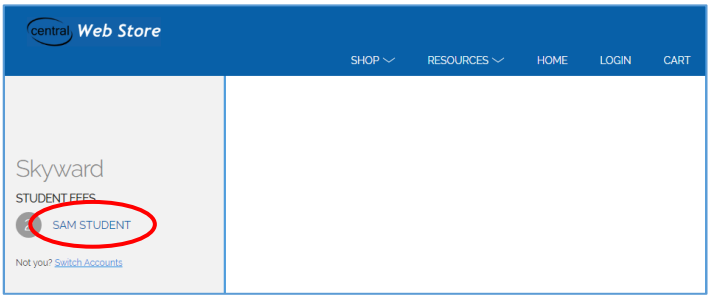
8

Click on *Make a Fee Payment* to pay your student's school fees. You will be taken to RevTrak, an external site used to process payments for District 301.



9

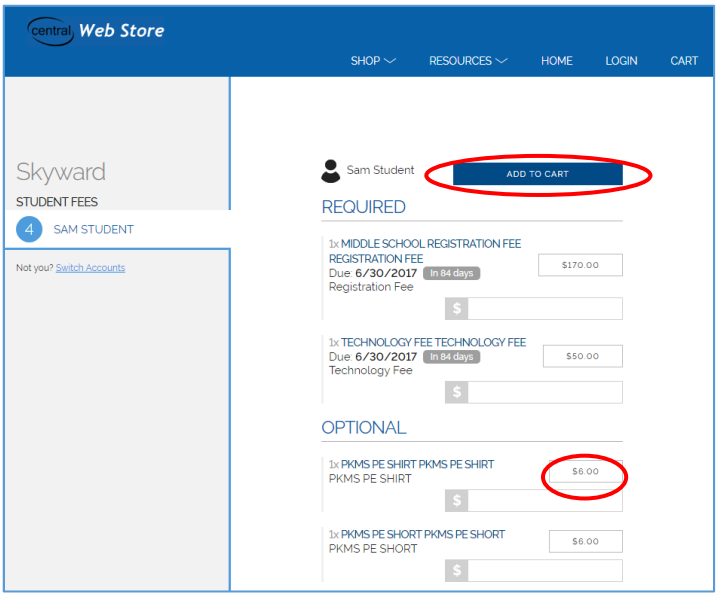
RevTrak will open in a new window. Click on your student's name on the left side



10

The fees that have been assessed for your student will be listed as required fees. Click on the amount listed to pay the full amount, or enter the amount you will be paying in this transaction in the box below the fee amount. If you would like to purchase a PE shirt or short, you may add those to your cart by clicking on the price next to each optional item. Click *Add to Cart.*

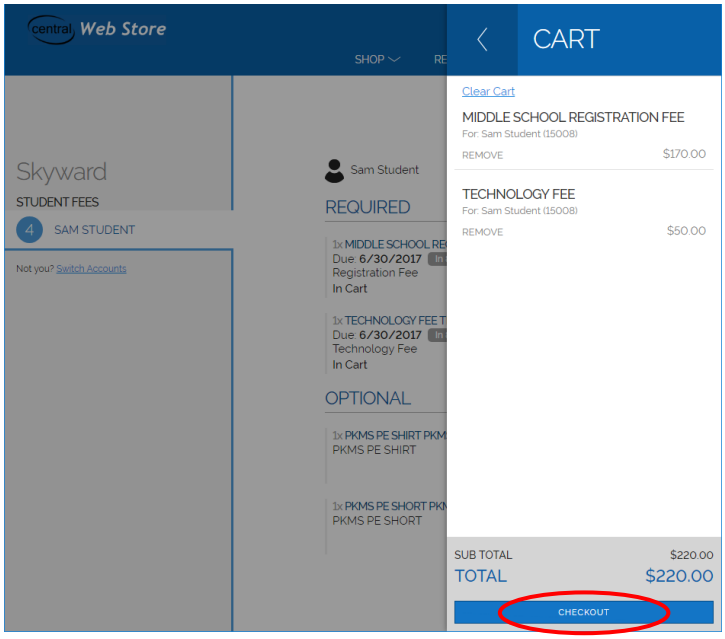
You may log in to Skyward at a later time to make additional payments if necessary.



11

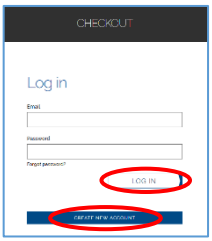
You can review the fees in your cart. Click *Checkout* to proceed to payment.

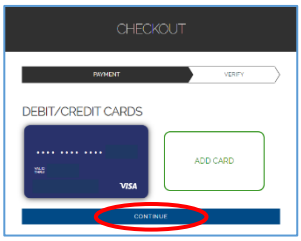
If you have additional students and would like to add their fees to your cart, click the arrow next to *Cart* to select the student's name. Repeat step 10 to add fees to your cart. Click *Checkout*.

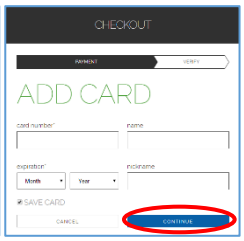


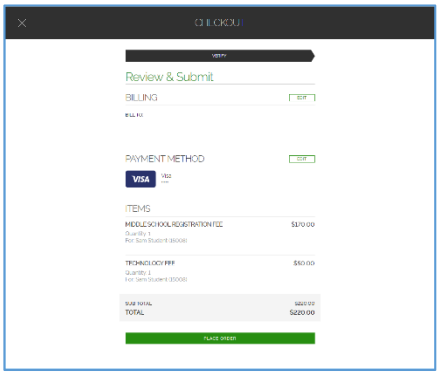
12

If you have used RevTrak in the past to pay for school fees online, you can login using the email and password previously used for RevTrak. If you have forgotten your password, click *Forgot password.* **District staff do not have access to RevTrak login information**. After entering your Email and Password, click *Log In.*









If you have not used RevTrak in the past, click *Create New Account* and follow the prompts to set up your account.

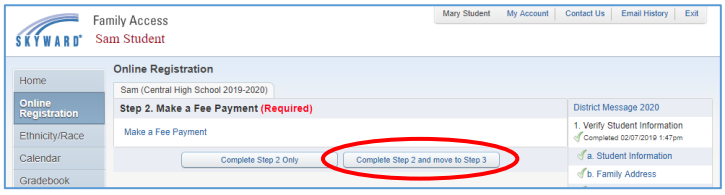
If you have a saved card in RevTrak, it will give you an option of using that card. Click *Continue* to proceed. If you would like to use a different card, click *Add Card*. Enter your credit card information and click *Continue*.

Review your order and click *Place Order* to complete the order. You will be able to print your receipt and it will also be emailed to you. Close the screen to return to Skyward.

13

Click *Complete Step 2 and move to Step 3*.

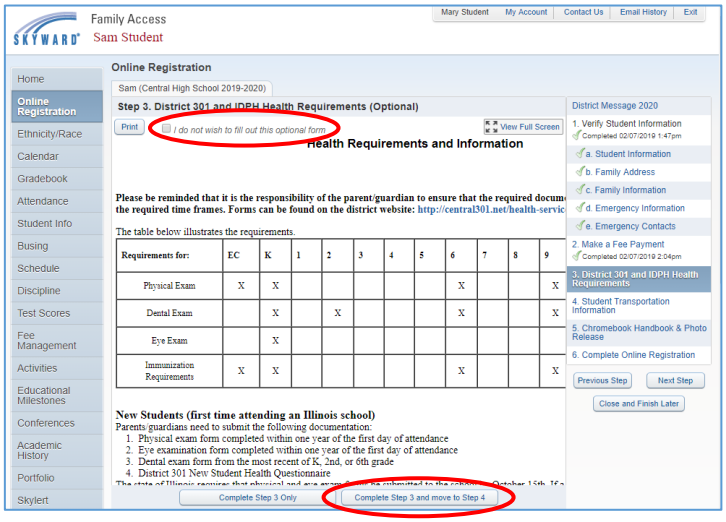
(If the button does not allow you to click it, simply click *Make a Fee Payment*, then close the RevTrak window, and you should be able to click *Complete Step 2 and move to Step 3*.)



14

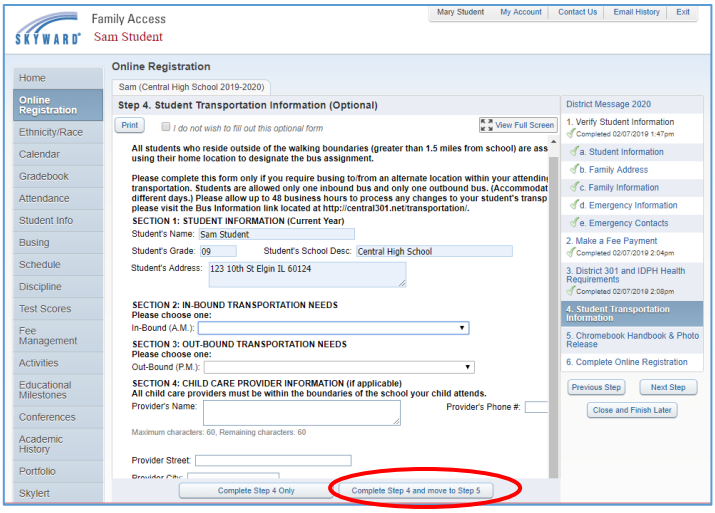
This optional step is for informational purposes only and explains the health requirements for students in District 301. This information can also be found on the District website.

You may check the box that states "I do not want to fill out this optional form, or click *Complete Step 3 and move to Step 4*.



15

All students who reside outside of walking boundaries (1.5 miles from school) will be assigned a District 301 bus from/to their home location. This section **only** needs to be completed if your student is eligible for a bus **but either: A - will not take the bus, or B - will take a bus from/to an alternate location.**



If your student resides within walking boundaries, click *Complete Step 4 and move to Step 5*.

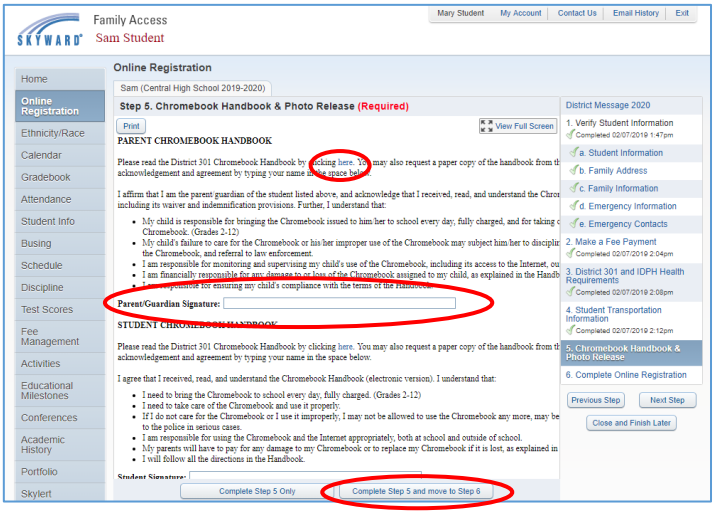
If your student is eligible for a District 301 bus and **will** take the bus both to and from school from/to your home location, click *Complete Step 4 and move to Step 5*. Your student will be assigned to a bus.

If your student is eligible for District 301 bus transportation but will not take a bus (students will be transported by car) **or** will require transportation to/from an alternate location within District 301 boundaries due to child care arrangements either in-bound, out-bound, or both, please select the appropriate choice from the drop-down box for both Section 2 and Section 3. If your student has a child care provider either before or after school, please complete Section 4. Click *Complete Step 4 and move to Step 5*.

If you need to make a change to your transportation arrangements, please go back into online registration to make changes there. (Directions are included at the end of this guide.)

16

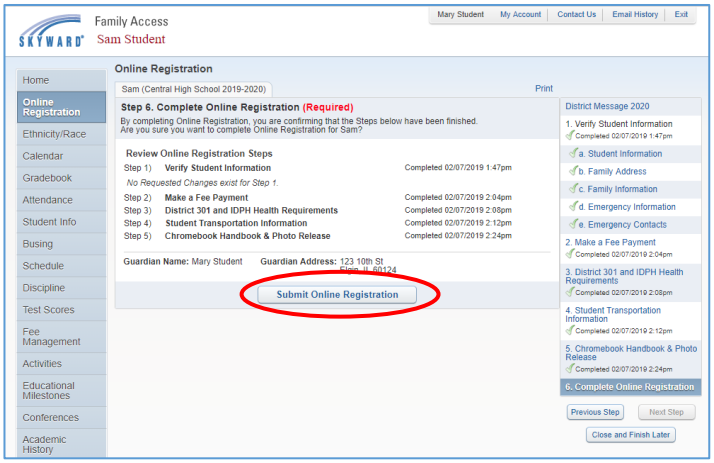
Parents and students are asked to verify receipt and understanding of the Chromebook Handbook and asbestos and pesticide notices, as well as grant or deny consent for the student to be included in District photographs and recordings. Click on the links in each section to view the referenced document. Type your name in the designated fields as your online signature. Students must type their names in designated fields as their online signature. These documents are also available on the District website and in your school office.



Click *Complete Step 5 and move to Step 6*.

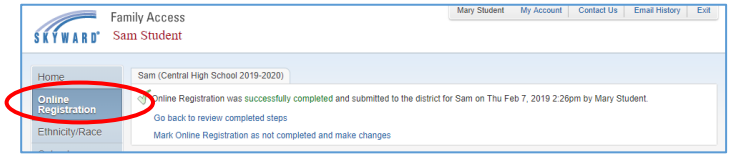
17

This page will show you each step and indicate whether it has been completed. If you have not completed a step, click the appropriate step from the menu on the right-hand side to complete that step. If all steps are complete, click *Submit Online Registration*.



18

You will get a message indicating online registration was successfully completed. You will also receive an email notification that registration has been completed.



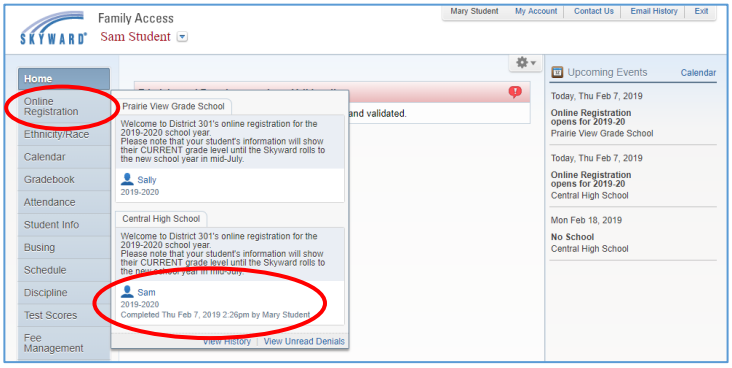
You may return to online registration to make changes or review entries at any time. To register additional students, click on Online Registration from the menu on the left-hand side. Select a student to enter his/her online registration. Repeat online registration steps for each student.

Making a Change to Online Registration

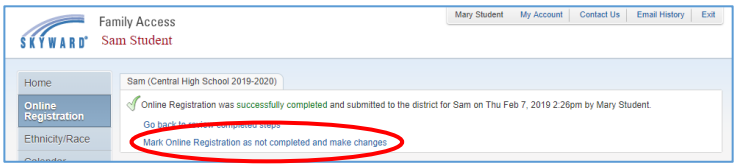
19 To access online registration after it has been submitted, log into Skyward following the directions in this guide.

Click on *Online Registration*.

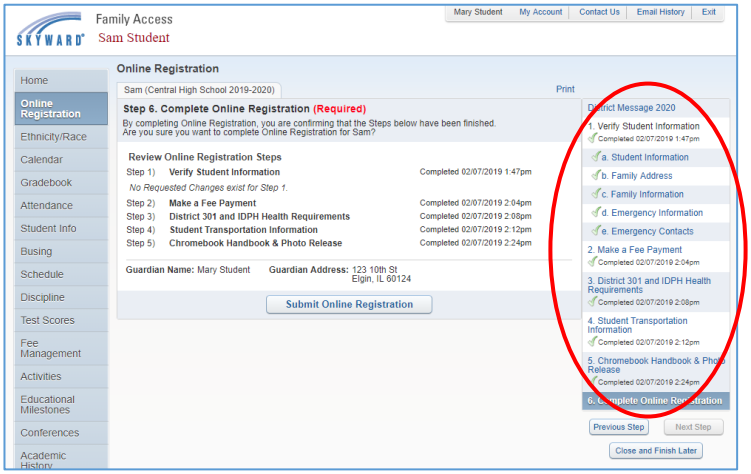
Click on the name of the student to whose profile you need to make changes.



20 Click on *Mark Online Registration as not completed and make changes*.



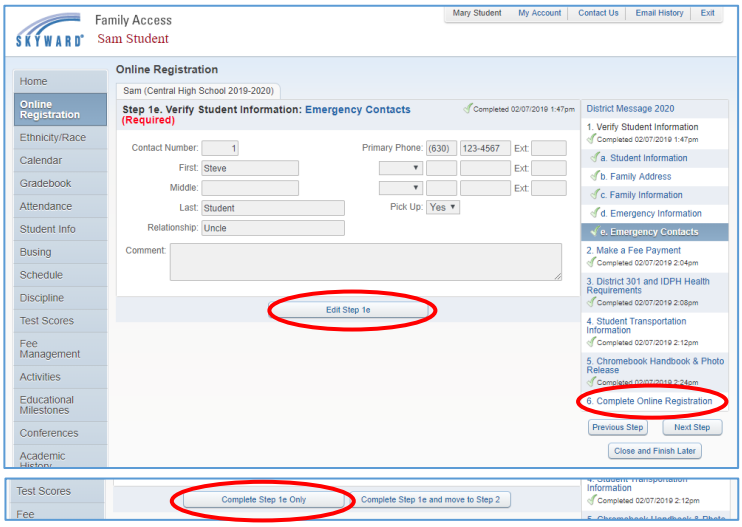
21 Select the section that needs to be updated from the menu on the right hand side.



22 Click *Edit Step __*.

You will then be able to make any changes necessary to that step. Once all changes have been made in that step, click *Complete Step __ Only*.

If you have any additional changes to make, repeat steps 21 and 22 of this guide until all information has been updated. Once all changes have been made, click *Complete Online Registration*.



Submit Online Registration as explained in steps 17 and 18 of this guide. **Even if you have previously completed online registration, your record will show that your registration is incomplete if you do not click *Submit Online Registration* after making changes.**