## 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.

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.

	PARENT PORTAL BOARD BOOK CANVAS DISTRICT MAP Q
CENTRAL	9
UNIT SCHOOL DISTRICT 301	ACADEMICS FOR PARENTS COMMUNICATIONS POLICIES DISTRICT DEPARTMENTS SCHOOLS
	P

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: \_\_\_\_\_

1

2

CONTRACTORY OF CONTRA

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 2023-2024 grade and school will be reflected throughout the 2024-2025 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.

	nily Access			Contact Us	Email History	
	lly Student					
		4	Ev 📖	Upcoming Ev	vents	Cale
Home	Online Registration is now open until 05/22/2020	0	_	av. Thu Feb 7. 2		
Online Registration	Online Registration at Prairie View Grade School for the 2019-2020	echool year is now	Onli	ne Registratio	n	
Ethnicity/Race	open yothas not been completed for Sally.	action year to now		ns for 2019-20 rie View Grade		
	Go to Online Registration for Sally					
Calendar	No messages nero loono.			Feb 18, 2019 School		
Gradebook				rie View Grade	School	
	ily Access	Mary Student My	Account	Contact Us	Email History	E
KYWARD' Sal	V Student Online Registration	Mary Student My	Account	Contact Us	Email History	E
KYWARD <sup>®</sup> Sal Iome Dolline	ly Student	Mary Student My	Account	Contact Us District Me		E
Iome	Iv Student Online Registration Selection varies of the 2019-2020 District Message 2020 Very Student Was supported and the 2016-2020 school varies			District Me	ssage 2020	tion
lome Inline Legistration	Iv Student Online Registration Statement State 2019-2020 District Message 2020			District Me	ssage 2020	tion
Iome Iome Ionline Iegistration Ithnicity/Race Ialendar	ly Student Online Registration Support State (2019-2020) District Message 2020 Userone bit bitter 3011 and online registration for the 2019-2020 school rates			District Me 1. Verify Str a. Stude b. Famili	ssage 2020 deal laformation nt information y Audress	tion
Iome Iome Ionline Iegistration Ithnicity/Race Ialendar	ly Student Online Registration Support State (2019-2020) District Message 2020 Userone bit bitter 3011 and online registration for the 2019-2020 school rates			District Me 1. Verify Sh a. Stude b. Family c. Family	ssage 2020 deal information nt information y Audress y information	lion
thnicity/Race sradebook	ly Student Online Registration Support State (2019-2020) District Message 2020 Userone bit bitter 3011 and online registration for the 2019-2020 school rates			District Me 1. Verify St a. Stude b. Farm c. Family d. Emerg	ssage 2020 deal information of Information y Address y Information gency Information	tion
Iome Continue Continu	ly Student Online Registration Support State (2019-2020) District Message 2020 Userone bit bitter 3011 and online registration for the 2019-2020 school rates			District Me 1. Verify St a. Stude b. Farm c. Family d. Emery e. Emery	ssage 2020 de Unformation y Audress y Information gency Information gency Information	tion
KYWARD <sup>®</sup> Sal	ly Student Online Registration Support State (2019-2020) District Message 2020 Userone bit bitter 3011 and online registration for the 2019-2020 school rates			District Me 1. Verify St a. Stude b. Family d. Emery e. Emery 2. Make a F	ssage 2020 de Unformation y Audress y Information gency Information gency Information	tion ation cts

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.

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.

Please indicate if you want to allow sharing of your student's name with approved vendors, such as yearbook partners. High school guardians will also be asked to approve sharing of students' names with the military and higher education institutions.

	Online Registration	
lome		
Online Registration	Step 1a. Verify Student Information: Student Information (Required)	Undo District Message 2021
Online Forms	1 - 1	1. Verify Student Information
	General Information	a. Student Information
Gradebook	First: Middle:	b. Family Address
Attendance	Last: Suffic	c. Family Information
student Info	Birthday: Gender:	
Busing	Other Name:	e. Emergency Contacts
	Race: A	2. Make a Fee Payment
chedule	Military Connected [?]	3. District 301 and IDPH Health Requirements
liscipline	Home Phone:	4. Student Transportation
est Scores	Cell ¥	Information
ee	*	5. Photo Agreement/Pest Mgmt/Asbestos Notice
fanagement	School Email:	6. Complete Online Registration
ctivities	Birth County: Kane	Previous Step Next Step
onferences	Birth State: IL - ILLINOIS	Close and Finish Later
ortfolio	Birth Country: USA	Close and Pitter Later
kylert		
ealth Info	Allow Publication of Student's Name for: Approved Suppliers:	No. Y
ogin History	Approved Suppliers.	

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.

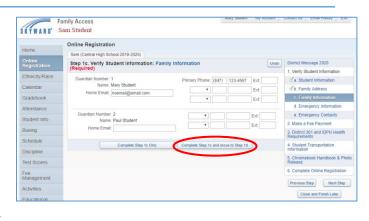
Information for Step 1b has already been entered for you. Please review the information entered for accuracy. Changes to this information may not be made by guardians. If any of this information has been entered incorrectly, or if you have moved, please contact the school office.

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

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*.

Fa	mily Access	Mary Stur	dent My Account	Contact Us Email History Exit
SKYWARD' S	am Student			
Home	Online Registration			
	Sam (Central High School 2019-2020)			
Online Registration	Step 1b. Verify Student Information: Family Add (Required)	iress	Undo	District Message 2020
Ethnicity/Race	(Keduned)			1. Verify Student Information
	Address Preview Address			√a. Student Information
Calendar	Street Number: 123 Street Dir.	Street Name: 10th St		b. Family Address
Gradebook	SUD: #.	P.O. Box		c. Family Information
Attendance	Address 2:			d. Emergency Information
Student Info	Zip Code: 60124 Plus 4:	City/State: Elgin, IL		e. Emergency Contacts
				2. Make a Fee Payment
Busing	Mailing Address			3. District 301 and IDPH Health Requirements
Schedule	Street Number: Street Dir.	Street Name:		4. Student Transportation
Discipline	SUD: • #	P.O. Box:		Information
Test Scores	Address 2:			5. Chromebook Handbook & Photo Release
Fee	Zip Code: Plus 4:	City/State:		6. Complete Online Registration
Management			-	Previous Step Next Step
Activities	Complete Step 1b Only	Complete Step 1b and move to Ste	p 1c	
Educational				Close and Finish Later



3

4

5

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*.

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.\*\*

Fa	amily Access	lary Student	My Account	Contact Us	Email History	Exi
///	am Student					
	Online Registration					
Home	Sam (Central High School 2019-2020)					
Online Registration	Step 1d. Verify Student Information: Emergency Information (Required)		Undo		essage 2020	
Ethnicity/Race					Student Information	on
Calendar	Critical Alert Information				dent Information	
Gradebook					nily Address	
				-	ergency Inform	ation
Attendance					ergency Contact	
Student Info				2. Make a	Fee Payment	
Busing		-		3. District Requirem	301 and IDPH H ents	ealth
Schedule	Complete Step 1d Only Complete Step 1d and mov	e to Step 1e	)	4. Studen Informatio	t Transportation	
est Scores				5. Chrom Release	ebook Handbook	& Ph
ee Aanagement					ate Online Regist	
ctivities				Previous		t Step
International				Ck	ose and Finish Late	Br

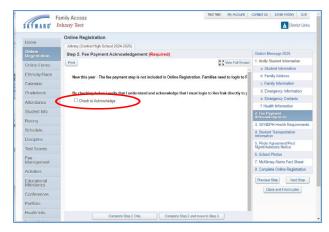


Add Emergency Contact		×
Contact Number: 3	Primary Phone: Ext:	
* First:	T Ext	
Middle:	Ext.	
* Last:	Pick Up:	
Relationship:		
Comment:	li di	
(*) Indicates a required field.		
	Save	

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*.

New for 2024-2025 - The fee payment step is not included in Online Registration. Families need to login to RevTrak directly to pay all fees. Click the acknowledgement box, then click Complete Step 2 and move to Step 3.



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.

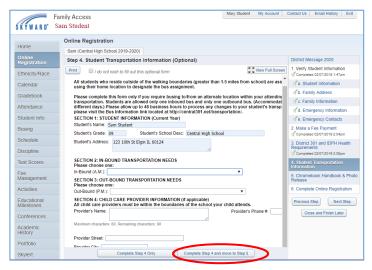
You may check the box that states "I do not want to fill out this optional form or click *Complete Step 3 and move to Step 4*.

	Family Access								Mary Stu	lent I	Му Ассо	unt	Contact Us	Email Histo	ry Exit
S K Y W A R D	Sam Student														
	Online Registratio	n													
Home	Sam (Central High Sci		(0)												
Online	Step 3. District 30			h Regi	lireme	nts (O	ntiona	n					District M	essage 2020	
Registration						1115 (0	perorna	.,		<b>кл</b> .	iew Full S	ioreen.		Student Inform	nation
Ethnicity/Race	Pline U I do not	wish to fill out	this opt			Recrui	reme	nte ar	nd Info			creen		ed 02/07/2019	
Calendar				The second se	aiui i	tequi	ente	ito ai		mat			🖪 a. Stu	dent Informat	ion
Gradebook													🚽 b. Fan	nily Address	
	Please be reminded t	hat it is the	recnone	ibility o	of the n	arent/m	ardiar	to ens	ure that	the rec	mired o	locum	🚽 c. Fan	nily Informatio	ın
Attendance	the required time fra													ergency Infor	mation
Student Info	The table below illust	rates the reou	irement	s.									🚽 e. Em	ergency Cont	acts
Busing	Requirements for:	EC	к	1	2	3	4	5	6	7	8	9		Fee Paymer ed 02/07/2019 2	
Schedule		_	-	_									3. Distric	t 301 and ID	PH Health
Discipline	Physical Exam	x	x						X			x	Requiren		
Test Scores	Dental Exam		x		x				x			x	Informatio		
Fee Management	Eye Exam		x										Release	ebook Handb	
Activities	Immunization Requirements	x	x						x			x		ate Online Re	
Educational Milestones	Kequirements		1	1	I	I	L			I		I	Previous	Step	Next Step
Conferences	New Students (first Parents/guardians nee	d to submit t	he follo	ving do	cument:	ation:									
Academic History	<ol> <li>Physical exam f</li> <li>Eye examination</li> <li>Dental exam for</li> </ol>	form compl	eted wit	hin one	year of	the first	t day of								
Portfolio	4. District 301 New The state of Illinois re				ire		en han its	ad to th	• *****	04	ohar 15	46 TE-			
Skylert		Complete	Step 3 Or	nly		Comple	te Step 3	and mo	ve to Ste	94	)				

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.



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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 childcare 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.)

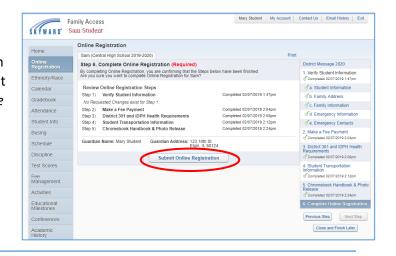
Parents must grant or deny consent for the student to be included in District photographs and recordings, as well as acknowledge receipt of the Pest Management Annual Notice and Asbestos Management Plan. Click on the links in each section to view the referenced documents. Type your name in the designated fields as your online signature. These documents are also available on the District website and in your school office.

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Click Complete Step 5 and move to Step 6.

W A R D		District Links
ne	Online Registration	
line gistration	Step 5. Photo Agreement/Pest Mgmt/Asbestos Notice (Required)	District Message 2021
ine Forms	Print View Full Screen	1. Verify Student Information
	· · · · · · · · · · · · · · · · · · ·	a. Student Information
endar	Students and student work may occasionally appear in photographs and recordings taken by District staff me individuals authorized by the Building Principal or District administrator. The District may use these picture	b. Family Address
debook	the student, in various publications, including school yearbooks, school newspapers, and the District website	c. Family Information
endance	At times the District may want to identify a student or student work in a publication. For example, the Distri	d. Emergency Information
	who participate in a school activity or deserve special recognition, including in a news release or a District-s	e. Emergency Contacts
dent Info	recording, or website. In order for the District to publish a picture or recording of a student or of a student's the District, the student's parent/guardian must sign this consent form below.	2. Make a Fee Payment
sing	By choosing to grant consent below, I understand that I am granting the District consent to use my child's fu	3. District 301 and IDPH Health
hedule	By choosing to grant consent below, I understand that I am granting the District consent to use my child's tu voice, statements, work, or writing; identify my child; and identify the school my child attends in any Distri-	Requirement
scipline	recording, or website. This consent form is valid only for the school year in which it is signed. Consent must may revoke this consent at any time by notifying the Building Principal in writing.	4. Student Transportation Information
t Scores	If I do not grant consent, I understand that my child will not be included in the 2020-21 yearbook.	5. Photo Agreement/Pest Mgmt/Asbestos Notice
e	I further understand that, while the District limits access to school buildings by outside photographers, it has	6. Complete Online Registration
nagement	entities that may publish a picture of a named or unnamed student from a school event.	Previous Step Next Step
ivities	Choose One: I grant consent.	Previous Step Next Step Close and Finish Later
ucational	Parent/Guardian Signature:	Close and Plinish Later
nferences	NOTICE OF PESTICIDE MANAGEMENT	
	Please click here to read the Pest Management Annual Notice.	
ademic story	·	
rtfolio	I affirm that I have received, read, and understand the Pest Management Annual Notice.	
	Parent/Guardian Signature:	
rlert	NOTICE OF ASBESTOS MANAGEMENT PLAN	
alth Info		
gin History	Please click here to read the Asbestos Management Plan.	
	I affirm that I have received, read, and understand the Asbestos Management Plan.	
	Parent/Guardian Signature:	
	ratentouatulan Signature.	
	4	
	Complete Step 5 Only Complete Step 5 and move to Step 6	

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.



You will get a message indicating online

registration was successfully completed. You will also receive an email notification that registration has been completed.

	Family Access Sam Student	Mary Student	My Account	Contact Us	Email History	Exit
Home Online Registration Ethnicity/Race	Sam (Central High Schoel 2019-2020) Infine Registration was successfully completed and submitted to the district Go back to review completed stags Mark Online Registration as not completed and make changes	l for Sam on Thu F	eb 7, 2019 2:26	pm by Mary St	udent.	

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.

Home	Sam (Central High School 2019-2020)	
Online Registration	Prairie View Grade School	ibmitted to the dist
Ethnicity/Race		changes
Calendar	their CURRENT grade level until the Skyward rolls to the new school year in mid-July.	
Gradebook	Sally 2019-2020	
Attendance		
Student Info	Central High School	
Busing	Welcome to District 301's online registration for the 2019-2020 school year. Please note that your student's information will show	
Schedule	their CURRENT grade level until the Skyward rolls to the new school year in mid-July.	
Discipline	2019.2020	
Test Scores	Completed Thu Feb 7, 2019 2:26pm by Mary Student	

## 13

## Making a Change to Online Registration

Mary Student My A Family Access To access online registration after it has been SKYWARD' Sam Student . 14 submitted, log into Skyward following the ₽. Upcoming Events directions in this guide. Today, Thu Feb 7, 2019 rairie View Grade School nd validated Online Registration opens for 2019-20 Welcome to District 301's online registration for the 2019-2020 school year. Please note that your student's information will show their CURRENT grade level until the Skyward rolls to the new school year in mid-July. Click on Online Registration. Today, Thu Feb 7, 2019 Online Registration opens for 2019-20 Central High School Gradebook Sally 2019-2020 Attendance Click on the name of the student to whose Central High School Mon Feb 18, 2019 Student Info elcome to District 301' 19-2020 school used No School Central High School profile you need to make changes. ase note that you r CURRENT grad nt's information will show until the Skyward rolls to Schedule 2019-2020 Discipline Test Scores d Thu Feb 7, 2019 2:26pm by Mary Student My Account Contact Us Email History Exit Family Access Click on Mark Online Registration as not SKYWARD" Sam Student 15 completed and make changes. Sam (Central High School 2019-2020) Online Registration was successfully completed and submitted to the district for Sam on Thu Feb 7, 2019 2:26pm by Mary Stu leted and make Mary Student My Account Contact Us Email History Exit Family Access SKYWARD Sam Student Select the section that needs to be updated Online Registration 16 from the menu on the right-hand side. Step 6. Complete Online Registration (Require By completing Online Registration, you are confirming that the Steps bel Are you sure you want to complete Online Registration for Sam? rify Student Int Ethnicity/Race Review Online Registration Steps Step 1) Verify Student Information a Student Inform Calendar (b. Family Address Gradebook sted Changes exist for Step 🗹 c. Family Informati Step 2) Make a Fee Payment Step 3) District 301 and IDPH Health Requirements Step 4) Student Transportation Information Step 5) Chromebook Handbook & Photo Release ted 02/07/2019 2:04pr Attendance leted 02/07/2019 2:09pm leted 02/07/2019 2:12pm leted 02/07/2019 2:24pm ∬d Eme Student Info de. Emergency Contacts Make a Fee Payment Busing Guardian Name: Mary Student Guardian Address: 123 10th St Eldin, IL 60124 Schedule 3. District 301 and IDPH Heal Discipline Submit Online Registration /2019 2:0 Fee Management Activities Educational Milestones Conferences Close and Finish Later Academic History Mary Student My Account Contact Us Email History Exit Family Access Click Edit Step \_\_\_\_. S K Y W A R D Sam Student 17 Online Registration You will then be able to make any changes tral High School 2019-2020) Step 1e. Verify Student Information: Emergency Contacts necessary to that step. Once all changes have I. Verify Student Information Completed 02/07/2019 1:47pm Ethnicity/Race Contact Number: 1 Primary Phone: (630) 123-4567 Ext of a. Student Information Calendar been made in that step, click *Complete Step* ¥ First: Steve Ext The Family Address Gradebook Ŧ Middle: Ext of c. Family Information Attendance Only. Last: Stur Pick Up: Yes \* 🖌 d. Emerae Student Info ship: Uncle Make a Fee Payment Busing

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.

Schedule

Discipline

Test Scores

Fee Management

Activities

Educational Milestones

Conferences

Academic

Test Scores

8. District 301 and IDPH Healt

Student Transport

Edit Step 1e

Complete Step 1e Only

Complete Step 1e and move to Step 2

ted 02/07/2019 2:08pr

ebook Handbook & Phote

ete Online Renis

Close and Finish Later

Statem mansportation
 formation
 Completed 02/07/2019 2:12pm

ous Step Next Step