## 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.



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 2024-2025 grade and school will be reflected throughout the 2025-2026 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.

Home				🔟 Upcoming	g Events	Calen
Online	Online Registration is now open until 05/22/2020		9	Today, Thu Feb	7, 2019	
Registration	Online Registration at Prairie View Grade School for the 2019-2020 s	chool year is now		Online Registr	ation I-20	
Ethnicity/Race	open yet has not been completed for Sally.			Prairie View Gr	ade School	
Calendar	Go to Chilline Registration for Sally			Mon Feb 18, 20	119	
Gradebook	No messages nero roomo.			No School	ndo Pohool	
		Mary Student	My Accor	unt Contact Us	Email Histor	V E
Fa KYWARD' Sa	mily Access Illy Student	Mary Student	My Accor	unt Contact Us	Email Histor	y E
Fa KYWARD <sup>®</sup> Sa	nily Access Ily Student Online Registration	Mary Student	Му Ассон	unt Contact Us	Email Histor	y E
Fa KYWARD <sup>®</sup> Sa Home	mily Access Ily Student Online Registration	Mary Student	My Accor	unt Contact Us	Email Histor	y E
Home	mily Access Ily Student Online Registration Sciences and Science 2019-2020) District Message 2020	Mary Student	My Accor	District	Email Histor	y E
Home Conline Registration Ethnicity/Race	mily Access Ily Student Online Registration Sector 2019-2020 District Message 2020 Wescone to batter 301 some registration for the 2019-2020 school year. School year in mi-July.	Mary Student	My Accor	Unit Contact Ut District new a. S	Email Histor Message 2020 Shidoo Jefern tudent Informatie	y E:
Home Contine Registration Ethnicity/Race Calendar	mily Access Ily Student Online Registration Statement State Coper 2019-2020) District Message 2020 Weeken be tabled 2019 online registration for the 2019-2020 school year. Please note that you'r subcert's information will show their CURRENT grade lew school year in mid-July.	Mary Student	My Accor	District new D. F. S. D. F.	Email Histor Message 2020 Student Informati udent Informati	ation
Home Painting Calendar Calendar Statebook	mily Access Ily Student Online Registration Sector 2019-2020 District Message 2020 Wecknike Institute 2019 online registration for the 2019-2020 school year. Please note that your student's information will show their CURRENT grade lev	Mary Student	My Accor	District new District 1 Verti a. S b. F c. Fi	Email Histor Message 2020 Student Information annity Audress amily Information	ation on

2. Make a Fee Paymer

3. District 301 and IDPH H

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.

3

4

5

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	Undo District Message 2021
Online Forms	(reduied)	1. Verify Student Information
	General Information	a. Student Information
sradebook	First: Middle:	b. Family Address
ttendance	Last: Suffix:	c. Family Information
tudent Info	Birthday: Gender: M	ale 🔻 d. Emergency Information
lusing	Other Name:	e. Emergency Contacts
ability	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
lanagement	School Email:	6. Complete Online Registration
ctivities	Birth County: Kane	Previous Step Next Step
onferences	Birth State: IL - ILLINOIS	Close and Einish Later
ortfolio	Birth Country: USA	Close and Prinsi Later
kylert		
ealth Info	Allow Publication of Student's Name for: 2	
onin History	Approved Suppliers. N	10 .

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 Student My Account C	ontact Us Email History Exit
SKYWARD' S	am Student		
Home	Online Registration		
TIONIC	Sam (Central High School 2019-2020)		
Online Registration	Step 1b. Verify Student Information: Family Address	Undo	District Message 2020
Ethololly/Deep	(Required)		1. Verify Student Information
Ethnicity/Race	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:	Elain, IL	e. Emergency Contacts
otducit into			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			Desident Plan
Activities	Complete Step 1b Only Complete Step 1b an	d move to Step 1c	Previous Step Next Step
Educational			Close and Finish Later



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
KYWARD' S	am Student					
	Online Registration					
Home	Sam (Central High School 2019-2020)					
Online Registration	Step 1d. Verify Student Information: Emergency Information		Undo	District M	essage 2020	
Ethnicity/Race				1. Verify S	Student Information	on
Calendar	Critical Alert Information			⊲ a. Stu	dent Information	
Stadobeek				of D. Fan	nily Address	
STAUEDOUK				d. Em	ergency Inform	ation
Attendance				e. Em	ergency Contact	s s
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	& Pł
ee Aanagement				6. Comple	ate Online Regist	ratior
ctivities				Previous	Step Next	I Step
Educational				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*.

Fee payment 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.

8

9

10



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*.

SKYWARD'	Fan Sa	nily Access m Student							,	Aary Stud	lent I	My Acco	unt	Contact Us Email History Exit
Home		Online Registration Sam (Central High Schoo	2019-202	0)										
Online Registration		Step 3. District 301 a	nd IDPH	Healt	h Requ	ireme	nts (O	ptiona	I)					District Message 2020
Ethnicity/Race		Print I do not wis	h to fill out	this opti	onal fon	alth F	Reauii	remer	nts an	d Info	v <u>⊇</u> g∨ ormat	iew Full : ion	Screen	Completed 02/07/2019 1:47pm
Calendar														a. Student Information
Gradebook														of b. Family Address
Attendance		Please be reminded that	it is the	respons	ibility o	f the pa	rent/gu	ardian	to ens	ire that	the ree	uired (	docum	d Emergency Information
Student Info		The table below illustrate	s the reou	irement	s.	in the u	BURG	reosite	. mup.//	central	301.000	lieattu	-servic	✓ e. Emergency Contacts
Busing		Requirements for:	EC	к	1	2	3	4	5	6	7	8	9	2. Make a Fee Payment Completed 02/07/2019 2:04pm
Schedule					-	<u> </u>						-	-	3. District 301 and IDPH Health
Discipline		Physical Exam	x	x						x			x	A Student Transportation
Test Scores		Dental Exam		x		x				x			x	4. Student transportation
Fee Management		Eye Exam		x										5. Chromebook Handbook & Photo Release
Activities		Immunization Requirements	x	x						x			x	6. Complete Online Registration
Educational Milestones														Close and Finish Later
Conferences		New Students (first t Parents/guardians need to	ime atte submit ti	nding ne follou	an Illin ving do	tois sel	hool) ttion:							
Academic History		<ol> <li>Physical exam form</li> <li>Eye examination fo</li> <li>Dental exam form f</li> </ol>	rm complete rm compl rom the n	eted within eted wit lost rece	n one ye hin one ent of K	ar of th year of 2nd. or	e first d the first 6th gra	ay of at day of de	attendanc	e nce				
Portfolio		4. District 301 New S	udent He	alth Que	stionna	ire	- gro	anhenitt	ad to th	e cohoo	0.4	ohar 15	16 TE-	
Skylert			Complete !	Step 3 Or	ly		Comple	te Step 3	and mo	ve to Step	9.4	>		

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 childcare 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.

Click 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*.



12

You will get a message indicating online

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

S K Y W A R D'	Family Access Sam Student	Mary Student	My Account	Contact Us	Email History	Exit
Home Online Registration Ethnicity/Race	Sam (Central High School 2019-2020) Ninine Registration was successfully completed and submitted to the district Go back to review completed staps Mark Online Registration as not completed and make changes	for Sam on Thu Fi	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	Prairie View Grade School ubmitted to the dist
Ethnicity/Race	Welcome to District 301's online registration for the 2019-2020 school year. Please note that your student's information will show changes
Calendar	their CURRENT grade level until the Skyward rolls to the new school year in mid-July.
Gradebook	L Sally
Attendance	2019-2020
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	Sam
Test Scores	Completed Thu Feb 7, 2019 2:26pm by Mary Student
Fee Management	View History   View Unread Denials
Activities	

## 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 nship: Uncle Make a Fee Payment Busing

If you have any additional changes to make, repeat steps 14 - 17 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

Test Scores

Academic

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