

## 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.

1

To access online registration, go to the district website ([www.burlington.k12.il.us](http://www.burlington.k12.il.us)) and click on *Parent Portal (Skyward)* 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: \_\_\_\_\_

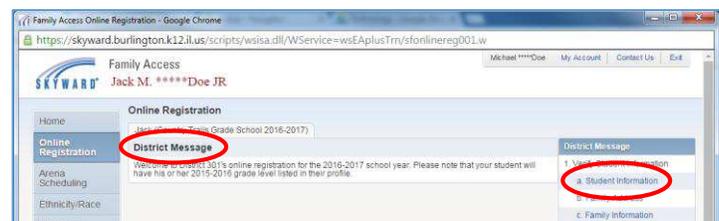
My Password: \_\_\_\_\_

2

Once logged into Skyward, you should see online registration information in the center of the screen. Please note, online registration opens on March 15, 2016 for students entering grades Pre-K through 8. Online registration for students entering grades 9 through 12 will open on May 2, 2016.



If you are completing online registration prior to our “roll-over” in late July, your student’s 2015-2016 grade and school will be reflected throughout the 2016-2017 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.

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.

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

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.

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*.

5

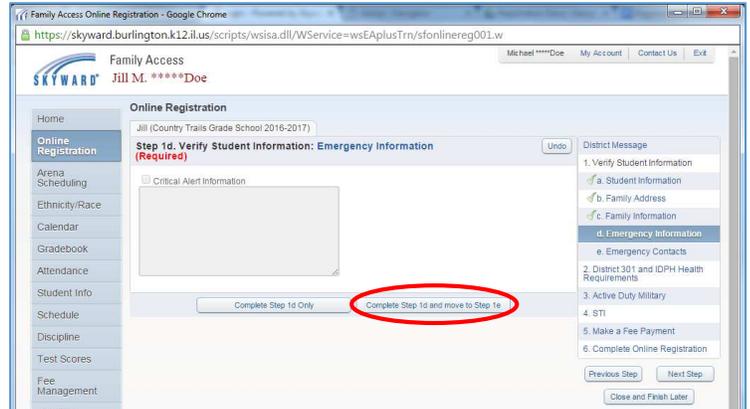
Some information for Step 1c has been entered; however, guardians may make changes to, add, or delete information on this page. (Please note that guardians may only view and make changes to information for guardians at the same address. If there are additional guardians with a separate address, they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



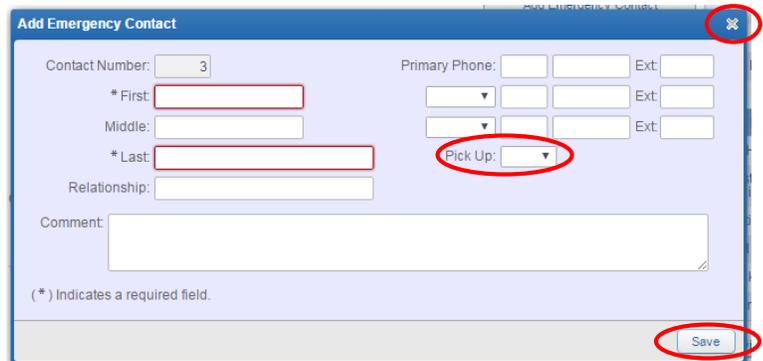
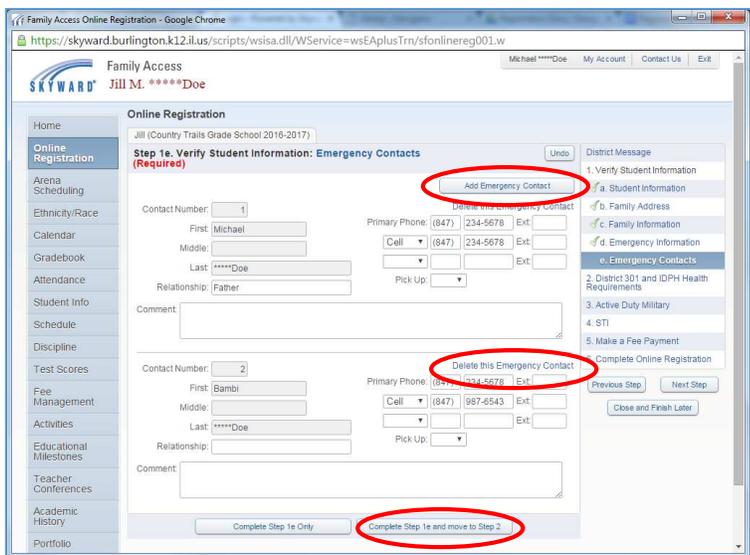
7

It is requested that each student have at least 2 emergency contacts in addition to his/her guardians. You should 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. Repeat for additional emergency contacts. Each student may have up to 5 emergency contacts.

If you need to delete an emergency contact, click on *Delete this Emergency Contact* above the contact's phone numbers.

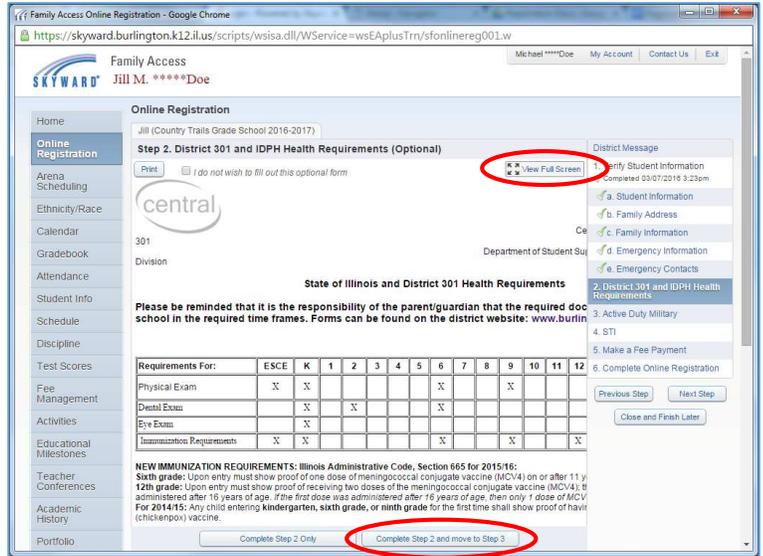
Once all information has been updated and verified, click *Complete Step 1e and move to Step 2*.



8

This step is for informational purposes only and explains the health requirements for students in District 301. To view the entire page, click *View Full Screen*. You may also visit the district [website](#) to view this information and download health forms. If you have any questions regarding health requirements, please contact your school health office.

After reviewing the health requirements, click *Complete Step 2 and move to Step 3*.

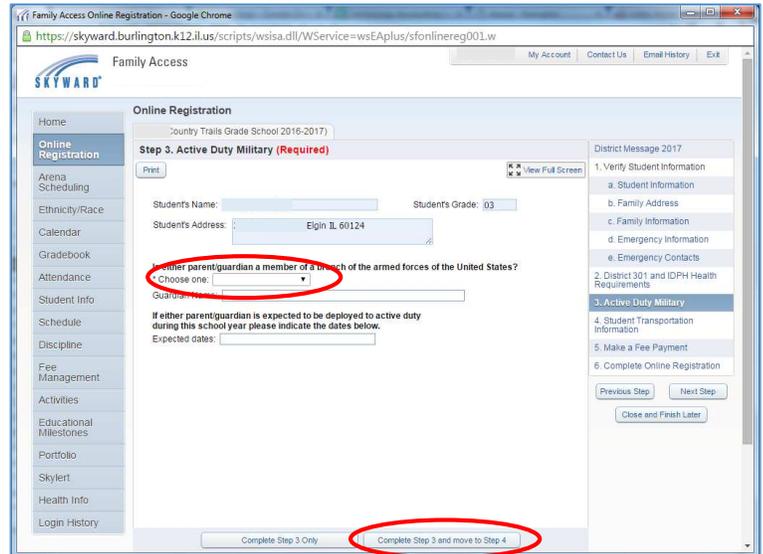


9

The state of Illinois requires school districts to ask about active duty military status for students' guardians.

The student's information will be filled for you. Indicate whether the student has a guardian who is a member of the military. If you selected No, click *Complete Step 3 and move to Step 4*.

If you selected Yes, please indicate the name of the guardian who is a member of the military. If the guardian is expected to be deployed during the 2016-2017 school year, please indicate the expected dates of deployment. Click *Complete Step 3 and move to Step 4*.



10

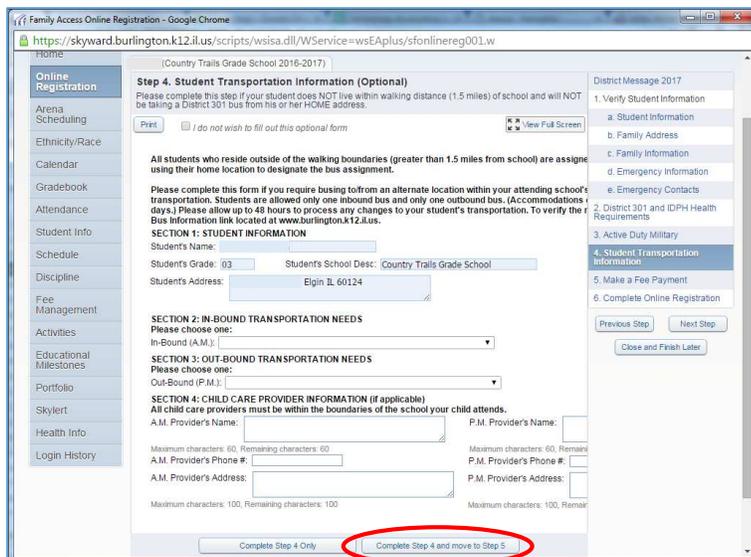
All students who reside outside of walking boundaries (1.5 miles from school) are assigned a District 301 bus from/to their home location. This section **only** needs to be completed if your student is eligible for a bus **but either: A - will not take the bus, or B - will take a bus from/to an alternate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

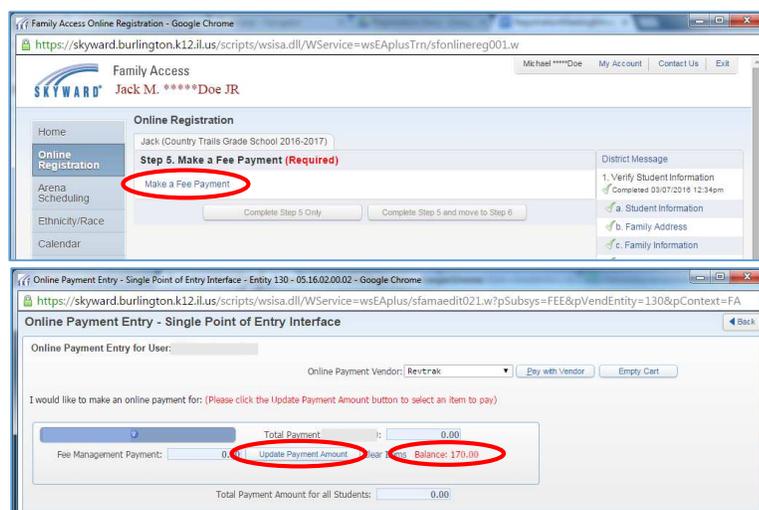
If you need to make a change to your transportation arrangements before August 22, 2016, please go back into online registration to make changes there. (Directions are included at the end of this guide.) If you need to make changes after August 22, 2016, please contact your school office for a Student Transportation Information Form.



11

Click on *Make a Fee Payment* to pay your student's school fees. A separate screen will open showing each student in the family and the amount due for each student.

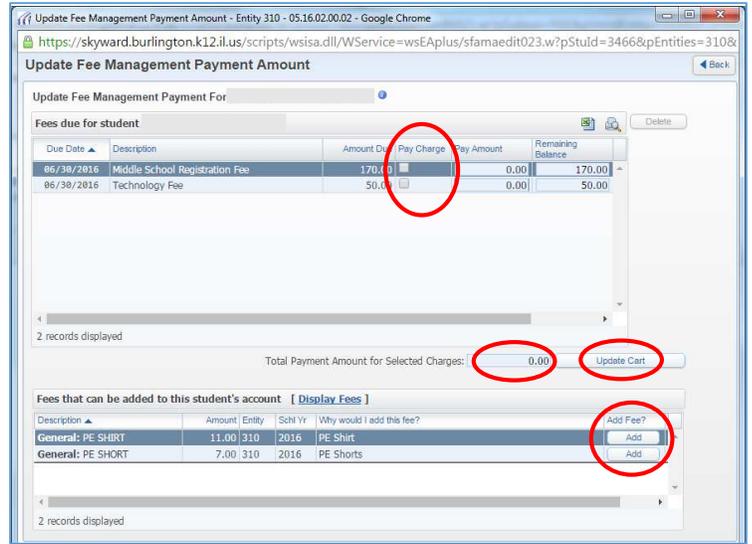
The balance due for each student is located in red next to the *Update Payment Amount* button. To make a payment, click *Update Payment Amount.*



# 12

Required fees are listed at the top of the screen. Registration fees are required for all students. Technology fees are required for all students grades K-12. Naviance fees are required for all students in grades 8-12.

Optional fees are listed at the bottom of the screen. Gym uniform fees are only required if the student needs a new gym uniform. If you do need any optional items, click the *Add* button next to the items needed. Items added will move to the top of the screen. Once you have selected all optional items needed, click the *Pay Charge* button next to each fee to be paid. The amount of the fee will populate in the *Pay Amount* field. If you need to make a partial payment, you may enter a different amount. You may log in to online registration at another time to make additional payments if needed following the directions at the end of this guide.

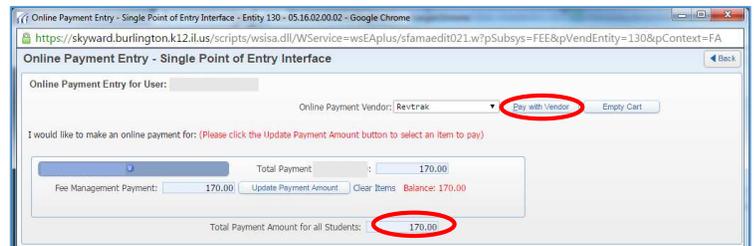


The total amount you have selected to pay will populate in the *Total Payment Amount for Selected Charges* field. If this is the correct amount, click *Update Cart*. You will return to the Online Payment Entry Screen. Repeat this process for any additional students.

# 13

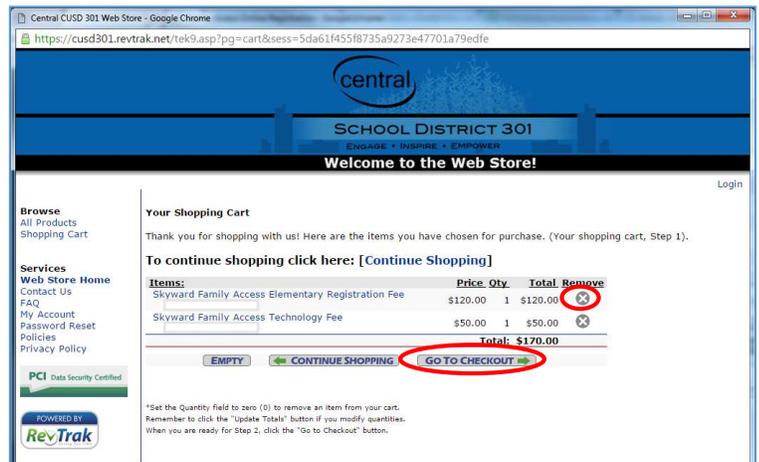
The amount you have selected to pay will now be shown in the *Total Payment Amount for all Students*. Click *Pay with Vendor*.

You will get a pop-up box asking if you are ready to submit the payment. Click *Yes*.



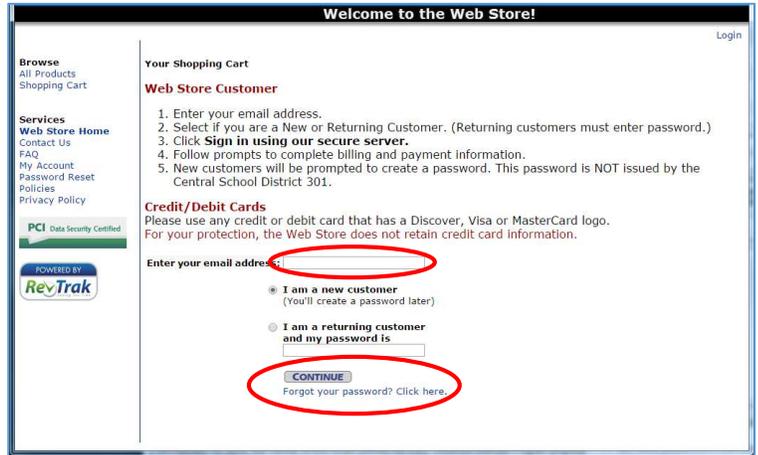
# 14

You will be taken to RevTrak, an external site used to process payments for District 301. The fees you have selected to pay will be listed. If you need to remove a fee, click the X next to the fee. Click *Go To Checkout*.



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Enter your email address in the appropriate field. Indicate whether you are a new customer or if you are a returning customer. If you are a returning customer, enter your password. If you are a returning customer, enter your password. If you forgot your password, click *Forgot your password? Click here.* (District employees do not have access to RevTrak passwords.) Click *Continue.*



Follow the prompts in RevTrak to process your credit or debit card payment. RevTrak accepts Discover, Visa, or Mastercard. After completing the payment process you will be shown a receipt. You may save or print it for your records. Close the window by clicking on the X in the top right corner.

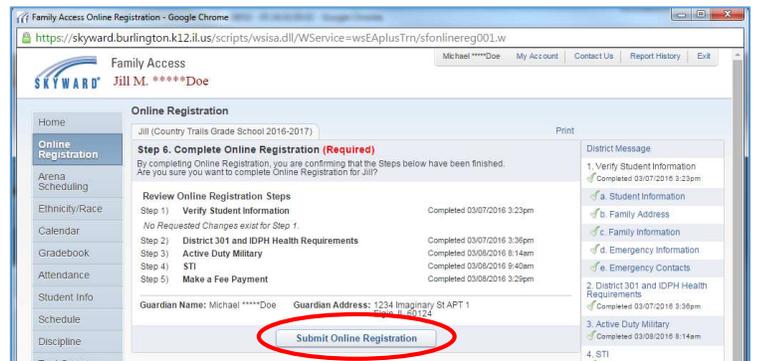
16

You will be returned to online registration. Click *Complete Step 5 and move to Step 6.* (If the button does not allow you to click it, simply click *Make a Fee Payment*, then click *Back* on the next screen, and you should be able to click *Complete Step 5 and move to Step 6.*)



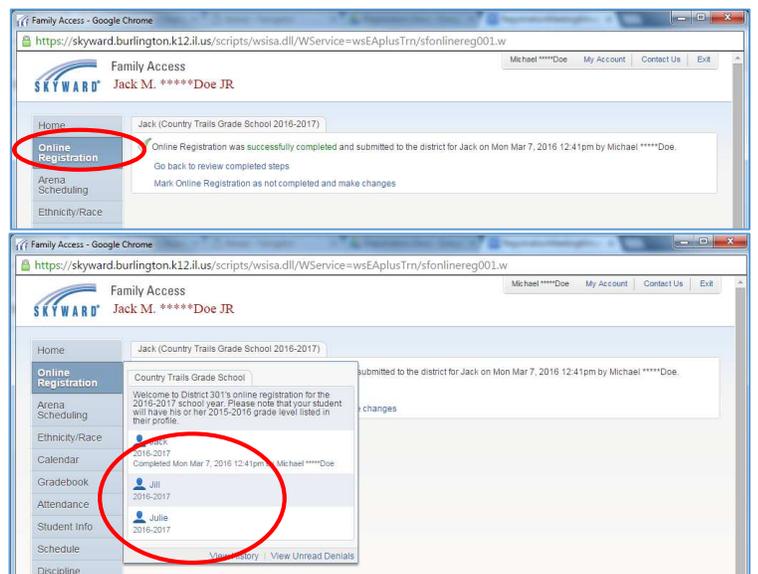
17

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 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.



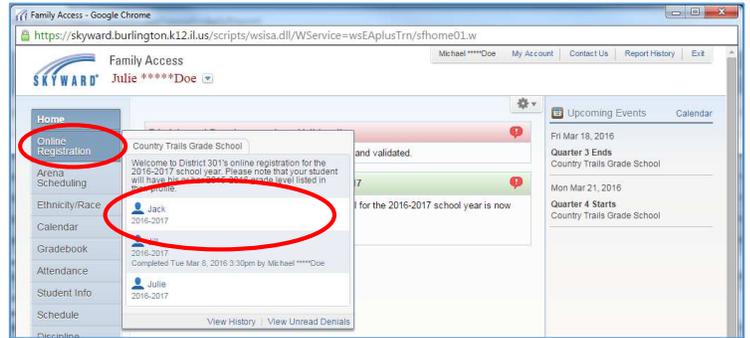
## Making a Change to Online Registration

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.



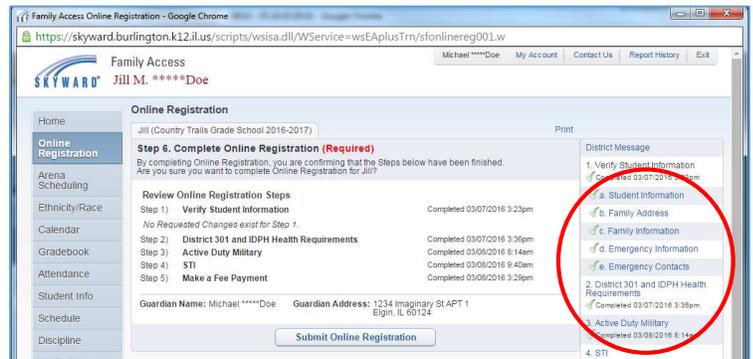
20

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.

