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.



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.

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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.

KYWARD' All		
	Students 💌	
losso	¢.	Upcoming Events Calendar
Doline	Ethnicity and Race have not been Validated!	Fri Mar 18, 2016
Registration	Ethnicity and Race for Jack, Jill and Julie needs to be reviewed and validated.	Quarter 3 Ends Country Trails Grade School
Scheduling	Online Registration is now open until 02/02/2017 🕴	Mon Mar 21, 2016
Ethnicity/Race	Online Registration at Country Trails Grade School for the 2016-2017 school year is now	Quarter 4 Starts Country Trails Grade School
Salendar	Go to Online Registration for Jack	
Sradebook	State Online Registration for the	
Attendance	Go to Online Registration for Julie	
Student Info	No messages were found.	
amily Access Online Reg	stration - Google Chrome	(
ttps://skyward.bu	fington.k12.il.us/scripts/wsisa.dll/WService=wsEAplusTrn/sfonlinereg001.w ilv Access	****Doe My Account Contact Us Exit
KYWARD' Jac	k M. *****Doe JR	
	Online Registration	
Home		
Home	Jack (Develo, Trails Grade School 2016-2017)	

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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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.

FRANCE FRANK	amily Access ill M. *****Doe					Michael *****Doe	My Account Co	ntact Us Exit
	Online Registration							
ome	Jill (Country Trails Grad	e School 2016-201	7)			-		
nline	Step 1a. Verify Stu	dent Informatio	n: Student In	formation		Undo	D trict Message	
	(Required)					\sim	1. Verify Student	Information
cheduling	General Information						a. Student In	formation
thnicity/Race	First	Jill		Middle:	Marie		b. Family Add	dress
	Last	*****Doe		Suffix:			c. Family Info	rmation
alendar	Birthday:	06/19/2010		Gender	Female *		d. Emergency	y Information
radebook	*Language:	English		Race:			e. Emergenc;	y Contacts
ttendance	* Native Language:	French					2. District 301 an Requirements	Id IDPH Health
udent Info	Home Phone:	(847) 234-5678	Ext				3. Active Duty Mi	litary
chedule			Ext				4. STI	
scipline	T		Ext				5. Make a Fee Pa	ayment
	School Email:	00003@burlingtor	n.k12.il.us				6. Complete Onli	ine Registration
est scores	Birth County:						Previous Sten	Next Sten
ee anagement	Birth State:	IL - ILLINOIS				¥	Close and	Finish Later
	Birth Country:	USA					Contro bio	

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*.





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.

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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 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*.

KYWARD' J	amily Access ill M. *****Doe	MichaelDoe	My Account Contact Us Exit
	Online Registration		
Home	Jill (Country Trails Grade School 2016-2017)		
Dnline Registration	Step 1d. Verify Student Information: Emergency Information	Undo	District Message
Arona	(Required)		1. Verify Student Information
Scheduling	Critical Alert Information		a. Student Information
Ethnicity/Race			
Calendar			C. Family Information
			d. Emergency Information
STADEDOOK			e. Emergency Contacts
Attendance	6		2. District 301 and IDPH Health Requirements
Student Info			3. Active Duty Military
Schedule	Complete Step 1d Only Complete Step 1d and move to Step 1	•	4. STI
Discipline			5. Make a Fee Payment
Caret Orange			6. Complete Online Registration
IPNI MURPS			



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 <u>website</u> to view this information and download health forms. If you have any questions regarding health requirements, please contact your school health office.

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

Family Access Online Re	gistration - Google Chrome	Reasonal (1.00	Concept	100								-	
Attps://skyward.b	urlington.k12.il.us/scripts/	wsisa.dl	l/WSe	ervice	e=ws	EApl	lusTi	m/s	fonli	nere	g001	.w				
SKYWARD' Ji	mily Access 11 M. *****Doe											М	lic hael	•••••D	oe	My Account Contact Us Exit
Home	Online Registration Jill (Country Trails Grade Sch	00 2016-2	2017)	Pagu	irom	onte	(0)	lion	-11							District Massane
Registration Arena Scheduling	Print I do not wish to	fill out this	option	al forn	n	ents	(Op)	lion	aij		<	**	View F	Full Sc	reen	1. erify Student Information Completed 03/07/2016 3:23pm
Ethnicity/Race Calendar	301														Ce	 ✓ b. Family Address ✓ c. Family Information
Gradebook Attendance	Division		Stat	e of	Illinc	is ar	nd D	istri	ct 30	1 He	alth I	Requ	irem	ents	nt Suj	C. Emergency Information C. Emergency Contacts District 301 and IDPH Health Requirements
Schedule	Please be reminded that school in the required ti	it is the me fram	es. Fo	onsit	can	of th	und	on	t/gua the d	rdia istri	n tha ict we	t the	requ e: wv	vw.b	doc	3. Active Duty Military 4. STI
Test Scores	Requirements For:	ESCE	к	1	2	3	4	5	6	7	8	9	10	11	12	6. Complete Online Registration
Fee Management	Physical Exam	X	X		v				X			X				Previous Step Next Step
Activities	Eye Exam		X		-				-	_				⊢	\vdash	Close and Finish Later
Educational Milestones	Immunization Requirements	x	X	Ì		1			x			x		Ĺ	X	
Teacher Conferences Academic History	NEW IMMUNIZATION REQUI Sixth grade: Upon entry must 12th grade: Upon entry must administered after 16 years of For 2014/15: Any child enterin (chickenpox) vaccine.	REMENTS show proof age. If the g kinderg	: IIInoi: If of one fof rece first do arten, s	s Adm a dose aiving se wa sixth (two di s adm grade,	ative aningc oses o <i>inister</i> or nir	Code ococc of the red at hth gr	, Sei al co men ter 1 ade	tion 6 njugal ngocc 6 year for the	e val ccal s of a first	or 201 ccine (conjug ige, the time st	MCV4 pate va en on/ hall sh) on o accine ly 1 da low pr	r afte (MC ise of oof of	r 11 y V4); ti 'MCV (havir	
Portfolio	Cor	nplete Step :	2 Only			Corr	nplete	Step	2 and r	nove	to Step	3	>			•

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*.

YWARD' F	amily Access My Account C	Contact Us Email History Exit
ome	Online Registration	
line	Step 3. Active Duty Military (Required)	District Message 2017
ena heduling nhichy/Race alendar radebook tendance uudent Info thedule sscipline ee anagement citvities tucational ducational settones	Bet Students Name: Students Grade: 03 Students Address: Eigin IL 60124 Choice parentiguardian a member of those of the armed forces of the United States? Choice parentiguardian is expected to be deployed to active duty during this school year place indicate the dates below. Expected dates:	1. Verif Student Information a. Student Information a. Student Information b. Tamihy Address c. Family Information d. Emergancy: Contact c. Family Information d. Emergancy: Contact c. Contact
wiert		
ann mio		

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.

ome	10	
aline	(Country Trails Grade School 2016-2017)	
gistration	Step 4. Student Transportation Information (Optional)	District Message 2017
ena	be taking a District 301 bus from his or her HOME address.	1. Verify Student Information
heduling	Print I do not wish to fill out this optional form	a. Student Information
hnicity/Race		b. Family Address
alandar	All students who reside outside of the walking boundaries (greater than 1.5 miles from school) are assigned	c. Family Information
menddl	using their home location to designate the bus assignment.	d. Emergency Information
adebook	Please complete this form if you require busing to/from an alternate location within your attending school's transportation. Students are allowed only one inhoused has and only one outbound has (Accommodations	e. Emergency Contacts
tendance	days.) Please allow up to 48 hours to process any changes to your student's transportation. To verify the r Bus Information link located at www.burlington.k12.il.us.	2. District 301 and IDPH Health Requirements
udent Info	SECTION 1: STUDENT INFORMATION	3. Active Duty Military
hedule	Student's Name:	4. Student Transportation
aalatina	Student's Grade: 03 Student's School Desc: Country Trails Grade School	Intermation
scipine	Student's Address: Elgin IL 60124	5. Make a Fee Payment
e anagement	- A	6. Complete Online Registration
in an	SECTION 2: IN-BOUND TRANSPORTATION NEEDS	Previous Step Next Step
tivities	In-Bound (A.M.):	Chee and Einigh Later
lucational lestones	SECTION 3: OUT-BOUND TRANSPORTATION NEEDS Please choose one:	Course and TEIGH Later
ortfolio	Cut-Bound (P.M.):	
ulort	SECTION 4: CHILD CARE PROVIDER INFORMATION (if applicable)	
Jierr	A.M. Provider's Name: P.M. Provider's Name:	
alth Info		
gin History	Maximum characters: 60, Remaining characters: 60 Maximum characters: 60, Remain A.M. Provider's Phone #: P.M. Provider's Phone #:	
	A.M. Provider's Address: P.M. Provider's Address:	
	Maximum characters: 100, Rémaining characters: 100 Meximum characters: 100, Remain	

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.

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*.

Trails Grade School 2016-2017) e a Fee Payment (Required) ayment Complete Step 5 Only Com	mplete Step 5 and move to Step		District Message	ation
Complete Step 5 Only Cor	mplete Step 5 and move to Step		Completed 03/07/2016	ation
		8	of a. Student Information of b. Family Address of c. Family Information	2:34pm on
ry Interface - Entity 130 - 05.16.02.00.02 - Google O I.us/scripts/wsisa.dll/WService=wsEAp Point of Entry Interface	throme lus/sfamaedit021.w?pS	Subsys=FEE&pV	endEntity=130&pCo	ntext=FA
Online Payment Vendo	n to select an item to pay)	Pay with Vendor	Empty Cart	
e	ry Interface - Entity 130-051602002 - Google Google Ilus/scripts/wsisa.dll/WService=wsEAp e Point of Entry Interface Online Payment Vend rr: (Please click the Update Payment Amount butto Total Payment : E	yy Interface - Entity 130 - 05.16.02.00.02 - Google Chrome Il.us/scripts/wsisa.dll/WService=wstEAplus/sfamaedit021.w?p e Point of Entry Interface Online Payment Vendor: Revtrak rr: (Please click the Update Payment Amount button to select an item to pay) Total Payment h: 0.00	ny Interface = Entity 130 - 05.16.02.00.02 - Google Chrome ILus/scripts/vsisa.dll/WService=wsEAplus/sfamaedit021.w?pSubsys=PEE&pVe e Point of Entry Interface Online Payment Vendor; [Revtrak •)	ny Interface - Entity 130 - 05.15.02.00.02 - Google Chrome ILus/scripts/wsisa.dll/WService=wsEAplus/sfamaedit021.w?pSubsys=FEE&pVendEntity=130&pCore e Point of Entry Interface Online Payment Vendor: Revtrak

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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

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odate Fee	Management Payment Ar	mount									▲ B
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ees due for s	tudent			\sim					2	Delete	
Due Date 🔺	Description		Amount Du	Pay Charge	Pay Amoun		Remaining Balance				
06/30/2016	Middle School Registration Fee		170.(0.00	1	70.00			
06/30/2016	Technology Fee		50.0		1	0.00					
4			.30.0			0.001		\$			
۱ 2 records displa	yed					0.001		>			
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2 records displa Fees that can Description ▲	yed T be added to this student's accou	'otal Paymi nt [<u>Dis</u> Schi Yr	ent Amount for S play Fees] Why would I add t	ielected Charg		0.001	00	, Upd	ate Ci	art e?	
cees that can Description ▲ General: PE Sk	yed T be added to this student's accou Amount [Enty HIRT 11.00 [310]	Total Paymont [Disp Schi Yr 2016	ent Amount for S play Fees] Why would I add t [PE Shirt	ielected Charg	es: (0.001	00	, Upd	ate Ci dd Fe	art e? d	

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.

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*.

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*.

https://skyward.burlington.k1	2.ii.us/scripts/wsisa.dii/WService=wsEApius/stamaedit021.w?pSubsys=FEE&pVendEntity=1:	soopcontext-FA
Online Payment Entry - Sing	gle Point of Entry Interface	▲ Ba
Online Payment Entry for User:		
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I would like to make an online payment	Online Payment Vendor: [Revtrak • Enoty Ca for: (Please click the Update Payment Amount button to select an item to pay)	n
I would like to make an online payment	Online Payment Vendor: Revtrak • Envoy eth Vendor Envoy Car for: (Please click the Update Payment Amount button to select an item to pay) Total Payment : 170.00	n
I would like to make an online payment	Online Payment Vendor; Revtrak • Exy with Vendor for: (Please click the Update Payment Amount button to select an item to pay) Total Payment 170.00 [Update Payment Amount] Cear Beams Balance: 170.00	rt



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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 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.

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*, the click *Back* on the next screen, and you should be able to 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*.

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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

Family Access - Google Chr

Arena Scheduling

https://skyward.burlington.k12.il.us/scripts/w

Jill (Country Trails Grade School 2016-2017)

Mark Online Registration as not completed and make change

SKYWARD Family Access Jill M. *****Doe

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.

F.	amily Access	Michael *****Doe My Acc	count Contact Us Report History Exit
Home		۵.	Upcoming Events Calenda
Online Registration	Country Trails Grade School Welcome to District 301's online registration for the	and validated.	Fri Mar 18, 2016 Quarter 3 Ends Country Trails Grade School
Scheduling	will have his as beedford, doug evade level listed in the profile.	17 🤑	Mon Mar 21, 2016
Ethnicity/Race Calendar	Quie-2017	I for the 2016-2017 school year is now	Quarter 4 Starts Country Trails Grade School
Gradebook	2016-2017		
Attendance	Completed 1 ue Mar 8, 2016 3 30pm by Michael **** Doe		
Student Info	2016-2017		
Schedule	View History View Unread Denial	s	

sa.dll/WService=wsEAplusTrn/sfonlinereg001.w

Inline Registration was successfully completed and submitted to the district for Jill on Tue Mar 8, 2016 3:30pm by Michael

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

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



Click Edit Step___.

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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.

