

ONLINE REGISTRATION FOR 2017-2018 SCHOOL YEAR BEGINS JULY 1, 2017

Dear Unit 5 Parents/Guardians,

Welcome to the 2017-2018 school year. Once again this year, Unit 5 will be utilizing an online registration system. We are requiring all current Unit 5 families to register their children electronically. You may ONLY register children that are currently in our Skyward system. Families that are new to Unit 5 or move within Unit 5 to a different attendance center MUST attend walk-in registration. Walk-in registration dates and times are listed below. An exception is for those parents with incoming Kindergarten students only. All incoming Kindergarten students that pre-registered are already in Skyward and should complete the online registration process.

New students to the Junior High Schools and High Schools must make an appointment to meet with a counselor in order to register.

Changes from 2016-2017 Online Registration and Important Notes

- The Every Student Succeeds Act (“ESSA”) now requires State report cards include achievement information on academic assessments disaggregated by students with a parent who is a member of the Armed Forces (i.e. Army, Navy, Air Force, Marine Corps, and Coast Guard) on “active duty”. The term “active duty” means full-time duty in the active military service of the United States and includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty. If your student has a parent who is a member of the Armed Forces who is or will be on “active duty” at anytime during the 2017-2018 school year, please be sure to check the box “Military Connected” when verifying student information in Step 1.
- A new parent approval labeled “Library Services” was added to Step 2 Parental Approvals to allow your child to receive a library service account from the Normal Public Library/Bloomington Public Library.

Walk in Registration Dates

Early Childhood Schools

(Returning students register online. New students must register in person.)

Wednesday, Aug. 2, from 3 - 6 pm (phonology program at Fairview)

Wednesday, Aug. 2, from 3 - 6: pm (Brigham and Sugar Creek)

Elementary Schools

(Even those who walk-in will register using a computer at the school.)

Tuesday, Aug. 1, from 3 - 6 pm

Junior High Schools

(Even those who walk-in will register using a computer at the school.)

Tuesday, Aug. 8, from 3 - 6 p.m.

High Schools

(All students must go through walk-in registration, even if you completed the online portion at home.)

Monday, Aug. 7, from 11 a.m. - 1 p.m. & 3 - 5 p.m. / Freshmen

Tuesday, Aug. 8, from 11 a.m. - 1 p.m. & 3 - 5 p.m. / Sophomores

Wednesday, Aug. 9, from 11 a.m. - 1 p.m. & 3 - 5 p.m. / Juniors

Seniors can register any of the three days.

Step by Step Directions-review-go to www.unit5.org click on Family Access then on the 2017-18 Registration link

*You will have 8 steps to complete (with one additional step for parents of seniors). You **MUST** select “YES” or “NO” for each approval form. You will **not be allowed out** of the screen until “YES” or “NO” has been selected. Parents are also required to type in their name and provide the date of the approval before moving on.*

Step 1

Verify Student Information - Please review current information. If you have moved, you must prove residency at your new attendance center.

Step 2

Parental Approvals - by selecting “YES” you indicate your agreement with each parent approval.

Handbook - You will acknowledge receiving the Handbook. A link to the Handbook is provided.

Student Acceptable Use & 1:1 - You will acknowledge receiving the Board administrative procedure regarding Student Acceptable Use of Electronic Networks and the 1:1 Laptop Program Agreement exhibit. Links are provided.

Acceptable Use Authorization - You are agreeing to the conditions of Student Authorization of Acceptable Use of Electronic Networks exhibit. A link to the exhibit is provided.

1:1 Laptop Agreement (MS/HS only) - You are agreeing to the conditions of the 1:1 Laptop Program Agreement. A link to the agreement is provided.

Library Services – You are agreeing to your child receiving a library service account from the Normal Public Library/Bloomington Public Library.

Field Trip - You are acknowledging you have reviewed the Board policy regarding field trips and consenting to your child attending field trips. A link to the Board policy is provided.

Medical Information - You are acknowledging reviewing the Board policy and administrative procedure regarding examinations, immunizations, and exclusion of students. Links are provided.

Medicaid Consent (If applicable) - you are consenting to the District accessing your child’s benefits or insurance information in order to seek reimbursement for services under the School-based Medicaid program.

Step 3

Directory Information – by selecting “YES” to each approval you are approving your child to be photographed, video recorded, or audio recorded at school. You are also approving the release of directory information for your child.

Step 4

Student Behavior Policy and Conduct Code - by selecting “YES” you are acknowledging receiving a copy of Board policy 7.190 and the Student Conduct Code. A link to Board policy 7.190 is provided.

Step 5

Destruction of School Records (Seniors Only) – by selecting “YES” you are indicating you have received notice of the schedule for destruction of your child’s temporary and permanent records.

Step 6

Transportation Ridership Survey – please indicate whether your child plans on riding the bus, whether your child will ride in the AM, PM or Both, what time of year your child will ride, and whether your child will ride full-time or part-time. This will help determine student transportation needs and routing for the 2017-2018 school year.

Step 7

Behind the Wheel (High School Only) – if your child is registered for Driver Education (classroom) for the 2017-2018 school year, please indicate whether your child will be taking the Behind the Wheel instruction through Unit 5 or an outside vendor? This will help determine driver education staffing needs for 2017-2018.

Step 8

Make a Fee Payment

Paying online-you will be redirected to RevTrac. If paying by check please make checks payable to Unit 5 and mail to school office.

Step 9

Final Step– Click on **Complete Registration**