

ONLINE REGISTRATION FOR 2016-2017 SCHOOL YEAR **BEGINS JULY 1, 2016**

Parents/Guardians,

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. These dates and times are listed below. An exception is for those parents with incoming K students only. You have been preregistered and should hear from your schools about next steps. **New students to the Middle Schools and High Schools must make an appointment to meet with a counselor in order to register.**

Changes from 2015-Online Registration

- Families **WILL NOW BE ABLE TO EDIT EMERGENCY CONTACTS**
- **FOR HS parents-PLEASE print the receipt for registration- A phone receipt is acceptable**
- Many families did not **turn off their pop up blocker**– this is necessary...please do this first.
- Only **PRIMARY guardians** can complete online registration for students. (those listed #1 in Skyward)
- Be sure to hit **COMPLETE** as your last step then **COMPLETE** again to generate an email confirmation.
- Many families lost their user names and passwords– by law these must be generated by the Skyward system. Buildings do not have access to a “master” list. **PLEASE PUT YOUR SIGN ON INFORMATION IN A SAFE PLACE! ☺**
- **Please review ADD CHARGES at Middle School and High School for any additional items available for purchase.**
- Skyward requires the use of the **BACK** button to navigate around the process, please look for it.
- If you work at State Farm or Country Financial, you may experience a blocked site and may need to register your student from home. We believe this has been fixed.
- **IF YOU FORGET TO PAY FOR SOMETHING(add a fee payment)-please enter back by the way of the Fee Management Tab on the left hand side when logging into Skyward Family Access.**

New Requirements for the 2016-2017 Online Registration Process

*You will have 7 steps to complete– EACH of the first 5 steps must include selecting **SAVE then BACK** to move on. You **MUST** answer yes or no to each area under Parent Approvals and Media Release. You will **not be allowed out** of the screen until yes or no has been chosen. **Parents are also required to type in name and provide date** before moving on. There are **4 approvals on page 1; 3 approvals on page 2.***

First page of approvals-Parental Approvals

Acceptable Use Policy– You are agreeing to abide by the Appropriate use of Technology Policy or AUP

Acceptable Use Policy-1:1- (MS/HS Freshman only)-You are agreeing to the AUP policy for 1:1 devices

Handbook– You will be able to review and read the handbook in the prior step under Student Handbook.

Field Trip- You are approving your child to attend field trips at their buildings.

Second page of approvals-Media/Directory Release

Audio Release– You are approving your child to be audio taped in school.

Photograph Release– You are approving your child to be photographed at school.

Video Release– You are approving your child to be videotaped at school.

Directory Release- You are approving directory information release for your child.

- The step for paying for **Food Service** is not an option during the registration steps; however, you may still pay for food service separately using the link on the left hand side when entering Family Access.
- If your address has changed over the summer, you must go into the school and show proof of residency.
- Attendance Exceptions are only approved 1 year at a time and must be approved prior to completing registration.

MS/HS Cell Phone Requirement

The district would like to have all student cell phone numbers in Skyward. To complete this task use the following directions.

Under STUDENT INFORMATION-REQUEST CHANGES

Moving left to right- SELECT CELLULAR IN FIRST BOX WITH DROP DOWN.

INPUT AREA CODE AND CELL NUMBER

CLICK SAVE then CLICK BACK to continue registration process

Deadline to complete online registration is August 1, 2016- after this date you must do walk in registration

Walk in Registration Dates

Elementary Schools-August 2 between 3:00 PM and 6:45 PM

Middle Schools- August 2 between 3:00 PM and 6:00 PM

High Schools- August 8,9,10 between 11:00 AM and 1:00 PM or 3:00 and 5:00 PM (see school websites for more details)

Other important items

- Paying online-you will be redirected to RevTrac. If paying by check please make checks payable to Unit 5 and mail to school office.
- *Families applying for financial assistance may want to wait until after July 22, so that your fee structure has been applied directly in Skyward. This could avoid confusion.*
- Step by Step directions will be available on the Unit 5 website at www.unit5.org beginning the week of June 12.
- **All NEW middle and high school students need to call the building and make an appointment with a counselor to register for classes. You may call anytime during summer hours.**
- Parents of students that do not complete online registration prior to coming to walk-in registration will be directed to computers to complete the online portion first
- All incoming K students that pre-registered are already in Skyward and should complete the online registration process.

Step by Step Directions-review-go to www.unit5.org click on Family Access then on the 2016-17 Registration link

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 saying yes you signify that your student has read and understands the district's Acceptable Use Policy, Acceptable Use Policy for 1:1 devices, Student Handbook and your student has permission to go on Field Trips.

Step 3

Media Release- by saying yes, you understand that your student may be videotaped, audio taped or photographed.

Step 4

Student Transportation-Are you eligible for busing? If so, does your student plan to use Unit 5 transportation during the upcoming school year?

Step 5

Make a Fee Payment

Step 6

Final Step- Click on **Complete Registration**