



Online Registration Instructions for A-C Central Community Unit School District No.262

501 W. Buchanan St. / P.O. Box 260, Ashland, IL 62612

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Parents and guardians:

Please use the following set of directions to complete your child's or children's 2017 – 2018 school year online registration. Residency must be verified before the registration process will be considered complete. After logging into the Teacher Ease parent/guardian portal parents/guardians will need to complete the appropriate forms for each child in the family. ***ALL FORMS MUST BE SAVED EVEN IF THEY DO NOT PERTAIN TO YOUR CHILD*** This will be shown in the instructions below.

The forms included as part of the online registration process are as follows:

- School Reach Update Form (one per family)
- Military Children Registration Form (one per family)
- Parent Questionnaire Form (one per family)
- Student-Parent/Guardian Handbook Notification and Sign-off Form
- Student Information Registration Form
- Transportation Information Update Form
- Student Emergency Information Form
- Student Emergency Agreement Form
- Insurance Waiver Form
- Free Waiver Application Form
- Free-Reduced Online Application Form
- Payment Plan Form
- Request for Records Form
- Extra-Curricular Code Notification and Sign-Off Form(Middle & High School only)
- Student/Parent Acceptable Use Policy Agreement Form
- Field Trip Permission Slip Form
- Field Trip Medical Treatment and Insurance Information Form
- Breakfast & Lunch Information (Elementary only)
- Milk Break Form (KDG only)
- Home Language Survey (Pre-K & New students)
- Car Registration Form (High School only)

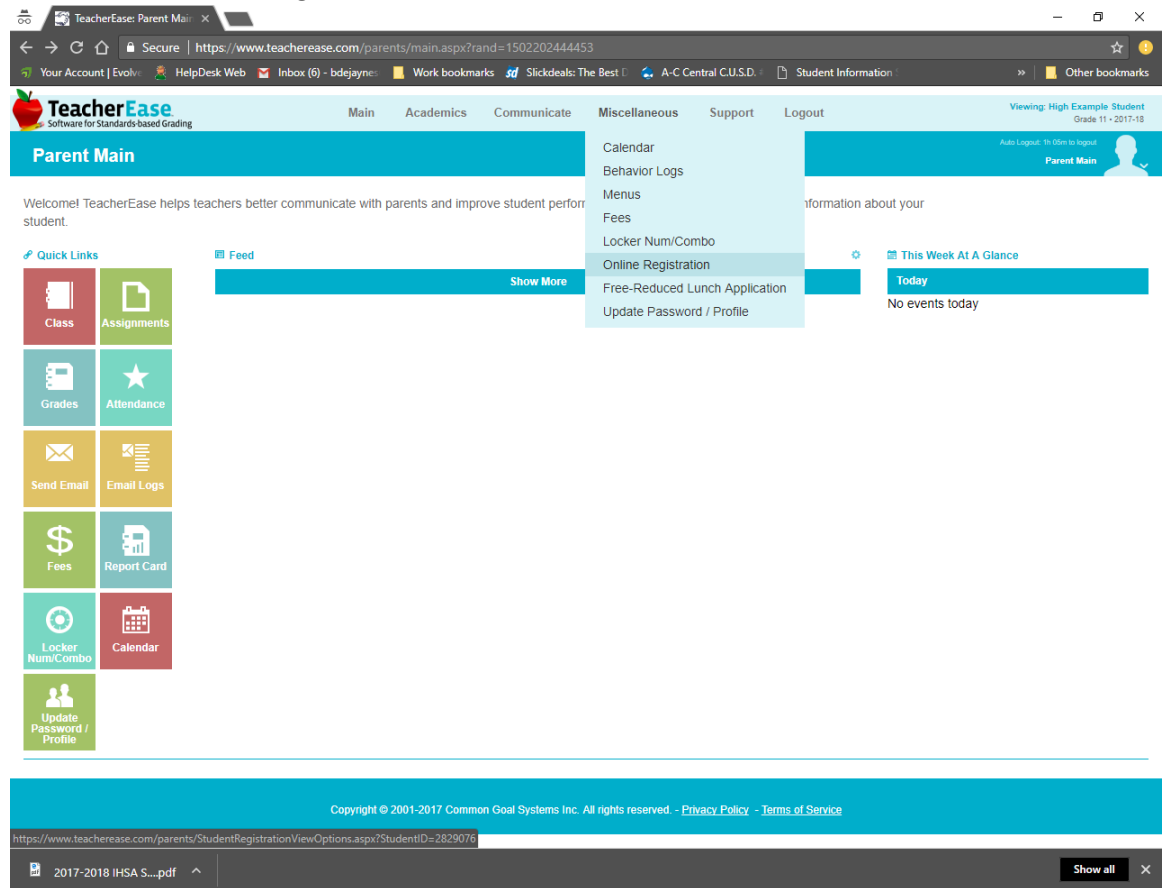
- c. The first form you will come to is the Residency Verification Form.
 - i. Click “complete form” to the right of this form.
 - ii. Now complete the form and then click “Save” at the bottom left of the page.
 - iii. After this type your first and last name to provide a digital signature.
 - 1. Now click “Submit Form”.
- d. After this you will be redirected back to the forms page.
 - i. You will see that the next few items are about Google Voice and our Facebook page.
 - ii. Then you will see the links to download the districts calendar and State Required Exams documents.
- e. The next form after this is the Transportation Information Update Form.
 - i. Now click on “complete form” to the right of this form.
 - ii. Fill out the form then click “Save” at the bottom of the page.
 - 1. YOU MUST STILL COMPLETE THIS FORM even if you are unsure of this information at this time or your student does not ride a bus.
- f. The next form is the School Reach Update Form.
 - i. Click on “complete form” to the right of this form.
 - ii. After completing the form click on “Save” at the bottom of the page.
- g. After this you are again on the forms page.
 - i. Scroll down to the Student Information – Registration Form.
 - ii. Now click on “complete form” to the right of this form.
 - iii. Then fill out the first page of this form and then click “Next” at the bottom of the page.
 - iv. After filling out the last page of the form click “Save” at the bottom of the page.
- h. Now you will be on the forms page again.
 - i. Scroll down to the Student Emergency Information Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- i. Again, you are back to the forms page.
 - i. Scroll down to the Student Emergency Agreement Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- j. Again, you are back to the forms page.
 - i. Scroll down to the Military Children Registration Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- k. Again, you are back to the forms page.
 - i. Scroll down to the Insurance Waiver Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.

- l. Again, you are back to the forms page.
 - i. Scroll down to the Parent Questionnaire Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- m. Again, you are back to the forms page.
 - i. Scroll down to the PRE-K PARENT AGREEMENT FORM.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- n. Again, you are back to the forms page.
 - i. Scroll down to the Pre-K Student Handbook section of the page.
 - ii. Click on the Pre-K Handbook 17-18.pdf link to download the handbook.
- o. After this the next form is the Pre-K Student Handbook Digital Signature Form.
 - i. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- p. Again, you are back to the forms page.
 - i. Scroll down to the Home Language Survey Form. THIS IS ONLY FOR NEW STUDENTS. GO TO THE NEXT SET OF DIRECTIONS IF YOUR STUDENT IS NOT NEW TO THE DISTRICT.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- q. Now you are at the forms page again.
 - i. Scroll down to the Pre-K 2017-2018 Supply List, Dates, Documents Reminder section of the page and click on the PK 2017-2018 Supply List Dates Documents Reminder.pdf link to download the document.
- r. After this, click on the 2017-2018 Blessings in a Backpack.pdf link to download this document as well.
- s. Next, click on the “complete form” to the right of the Blessings in a Backpack Form.
 - i. After filling out this form click “Save” at the bottom of the page.
- t. Again, you are back to the forms page.
 - i. Scroll down to the Fee Waiver Application Form.
 - ii. Click on “complete form” to the right of this form. EVEN IF YOU DO NOT WANT A FEE WAIVER YOU MUST COMPLETE THIS STEP TO GO ON TO THE NEXT FORM.
 - 1. After filling out this form click “Save” at the bottom of the page.
- u. Again, you are back to the forms page.
 - i. Scroll down to the Payment Plan Form.
 - ii. Click on “complete form” to the right of this form. EVEN IF YOU DO NOT WANT A PAYMENT PLAN YOU MUST COMPLETE THIS STEP TO GO ON TO THE NEXT FORM.
 - 1. After filling out this form click “Save” at the bottom of the page.

- v. Again, you are back to the forms page.
 - i. Scroll down to the Request for Records Form.
 - ii. Click on “complete form” to the right of this form. EVEN IF YOU DO NOT HAVE A REQUEST FOR RECORDS YOU MUST COMPLETE THIS STEP TO GO ON TO THE NEXT FORM.
 - 1. After filling out this form click “Save” at the bottom of the page.
- w. Again, you are back to the forms page.
 - i. Scroll down to the Lunch Extras Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- x. Again, you are back to the forms page.
 - i. Scroll down to the FIELD TRIP PERMISSION SLIP FORM FOR 2017-2018 SCHOOL YEAR.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- y. Again, you are back to the forms page.
 - i. Scroll down to Medical Treatment and Insurance Information Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- z. Again, you are back to the forms page.
 - i. Scroll down to the Free-Reduced Online Application Instructions.
 - ii. If you need to apply for the Free-Reduced Lunch Program, click on the link for the 2017 - 2018 Free-Reduced Lunch Online Application Instructions otherwise go to the next step.
- aa. Now you will see the forms repeated for any remaining children of your family.
 - i. Complete the directions below for the appropriate grades levels.
 - ii. If there are no more children to register, continue to the next step.
- bb. After this scroll down to the Payments section of the page.
 - i. Click on the “pay fees” link to the right of this section.
 - ii. Here you have the option to pay certain fees or add to a student’s lunch account.
 - iii. After fees are selected click “Continue” at the bottom of the page.
 - iv. Now enter in your credit or debit card information then click “Next”.
 - 1. This completes your student’s online registration.

Grades K-4 Online Registration Instructions

1. Open up your Internet browser and browse to www.teacherease.com.
2. Log into the Teacher Ease site with your parent account.
 - a. New student parents/guardians will need to have a Teacher Ease account created before they are able to register their student(s). New parents/guardians please do the following if you need a parent account created:
 - i. Open up your Internet browser and browse to www.teacherease.com.
 - ii. Click on the “Sign Up” link to create an account.
3. Click on the “Miscellaneous” link at the top of the page.
 - a. Now click on “Online Registration”.



- b. Now choose to either “Register a new student(s) to the district” or to “Continue registering existing student(s) (in progress)”.
 - i. Now click on “Continue”.

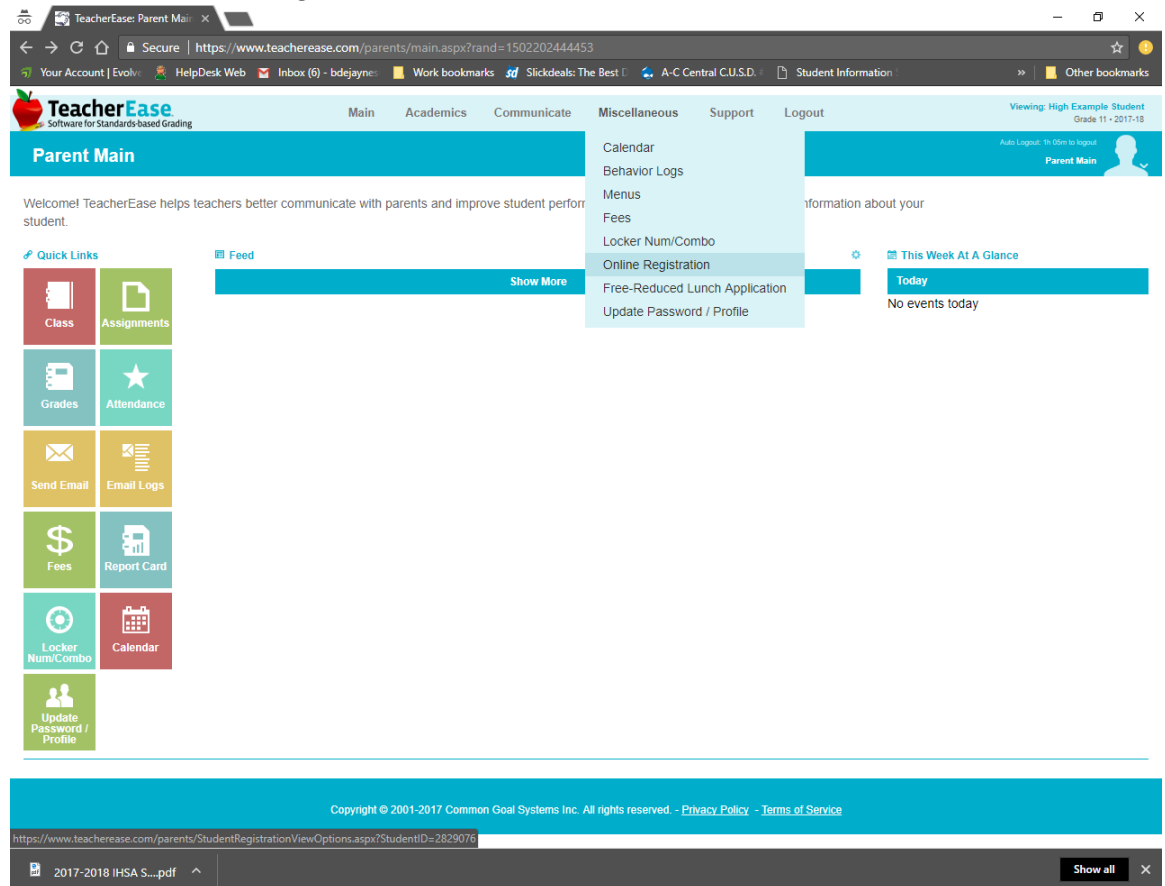
- c. The first form you will come to is the Residency Verification Form.
 - i. Click “complete form” to the right of this form.
 - ii. Now complete the form and then click “Save” at the bottom left of the page.
 - iii. After this type your first and last name to provide a digital signature.
 - 1. Now click “Submit Form”.
- d. After this you will be redirected back to the forms page.
 - i. You will see that the next few items are about Google Voice and our Facebook page.
 - ii. Then you will see the links to download the districts calendar and State Required Exams documents.
- e. The next form after this is the Transportation Information Update Form.
 - i. Now click on “complete form” to the right of this form.
 - ii. Fill out the form then click “Save” at the bottom of the page.
 - 1. YOU MUST STILL SAVE THIS FORM even if you are unsure of this information at this time or your student does not ride a bus.
- f. The next form is the School Reach Update Form.
 - i. Click on “complete form” to the right of this form.
 - ii. After completing the form click on “Save” at the bottom of the page.
- g. After this you are again on the forms page. Scroll down to the 2017-18 ACCEPTABLE USE POLICY.
 - i. Click on the 2017-18 Acceptable Use Policy.pdf link to download the policy.
- h. Now scroll down to the STUDENT ACCEPTABLE USE POLICY AGREEMENT (Grades K-12) Form.
 - i. Click on “complete form” to the right of this form.
 - ii. After filling out this form click “Save” at the bottom of the page.
- i. After this you are again on the forms page. Now scroll down to the PARENT ACCEPTABLE USE POLICY AGREEMENT (Grades K-12) Form.
 - i. Click on “complete form” to the right of this form.
 - ii. After filling out this form click “Save” at the bottom of the page.
- j. After this you are again on the forms page.
 - i. Scroll down to the Student Information – Registration Form.
 - ii. Now click on “complete form” to the right of this form.
 - iii. Then fill out the first page of this form and then click “Next” at the bottom of the page.
 - iv. After filling out the last page of the form click “Save” at the bottom of the page.
- k. Now you will be on the forms page again.
 - i. Scroll down to the Student Emergency Information Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- l. Again, you are back to the forms page.
 - i. Scroll down to the Student Emergency Agreement Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.

- m. Again, you are back to the forms page.
 - i. Scroll down to the Military Children Registration Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- n. Again, you are back to the forms page.
 - i. Scroll down to the Insurance Waiver Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- o. Again, you are back to the forms page.
 - i. Scroll down to the Parent Questionnaire Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- p. Again, you are back to the forms page.
 - i. Scroll down to the 2017 - 2018 Student Handbook.
 - ii. Click on 2017-2018 Student Handbook link to download the handbook.
- q. Now scroll down to the STUDENT-PARENT/GUARDIAN HANDBOOK NOTIFICATION AND SIGN-OFF FORM.
 - i. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- r. Again, you are back to the forms page.
 - i. Scroll down to the Home Language Survey Form. THIS IS ONLY FOR NEW STUDENTS. GO TO THE NEXT SET OF DIRECTIONS IF YOUR STUDENT IS NOT NEW TO THE DISTRICT.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- s. Now you will return to the form page.
 - i. Click on the 2017-2018 Blessings in a Backpack.pdf link to download this document as well.
- t. Next, click on the “complete form” to the right of the Blessings in a Backpack Form.
 - i. After filling out this form click “Save” at the bottom of the page.
- u. Again, you are back to the forms page.
 - i. Scroll down to the Fee Waiver Application Form.
 - ii. Click on “complete form” to the right of this form. EVEN IF YOU DO NOT WANT A FEE WAIVER YOU MUST COMPLETE THIS STEP TO GO ON TO THE NEXT FORM.
 - 1. After filling out this form click “Save” at the bottom of the page.
- v. Again, you are back to the forms page.
 - i. Scroll down to the Payment Plan Form.
 - ii. Click on “complete form” to the right of this form. EVEN IF YOU DO NOT WANT A PAYMENT PLAN YOU MUST COMPLETE THIS STEP TO GO ON TO THE NEXT FORM.
 - 1. After filling out this form click “Save” at the bottom of the page.

- w. Again, you are back to the forms page.
 - i. Scroll down to the Request for Records Form.
 - ii. Click on “complete form” to the right of this form. EVEN IF YOU DO NOT HAVE A REQUEST FOR RECORDS YOU MUST COMPLETE THIS STEP TO GO ON TO THE NEXT FORM.
 - 1. After filling out this form click “Save” at the bottom of the page.
- x. Again, you are back to the forms page.
 - i. Scroll down to the Lunch Extras Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- y. Again, you are back to the forms page.
 - i. Scroll down to the FIELD TRIP PERMISSION SLIP FORM FOR 2017-2018 SCHOOL YEAR.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- z. Again, you are back to the forms page.
 - i. Scroll down to Medical Treatment and Insurance Information Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- aa. Again, you are back to the forms page.
 - i. Scroll down to the Free-Reduced Online Application Instructions.
 - ii. If you need to apply for the Free-Reduced Lunch Program, click on the link for the 2017 - 2018 Free-Reduced Lunch Online Application Instructions otherwise go to the next step.
- bb. Now you will see the forms repeated for any remaining children of your family.
 - i. Complete the directions below for the appropriate grades levels.
 - ii. If there are no more children to register, continue to the next step.
- cc. After this scroll down to the Payments section of the page.
 - i. Click on the “pay fees” link to the right of this section.
 - ii. Here you have the option to pay certain fees or add to a student’s lunch account.
 - iii. After fees are selected click “Continue” at the bottom of the page.
 - iv. Now enter in your credit or debit card information then click “Next”.
 - 1. This completes your student’s online registration.

Grades 5 -8 Online Registration Instructions

1. Open up your Internet browser and browse to www.teacherease.com.
2. Log into the Teacher Ease site with your parent account.
 - a. New student parents/guardians will need to have a Teacher Ease account created before they are able to register their student(s). New parents/guardians please do the following if you need a parent account created:
 - i. Open up your Internet browser and browse to www.teacherease.com.
 - ii. Click on the “Sign Up” link to create an account.
3. Click on the “Miscellaneous” link at the top of the page.
 - a. Now click on “Online Registration”.



- b. Now choose to either “Register a new student(s) to the district” or to “Continue registering existing student(s) (in progress)”.
 - i. Now click on “Continue”.

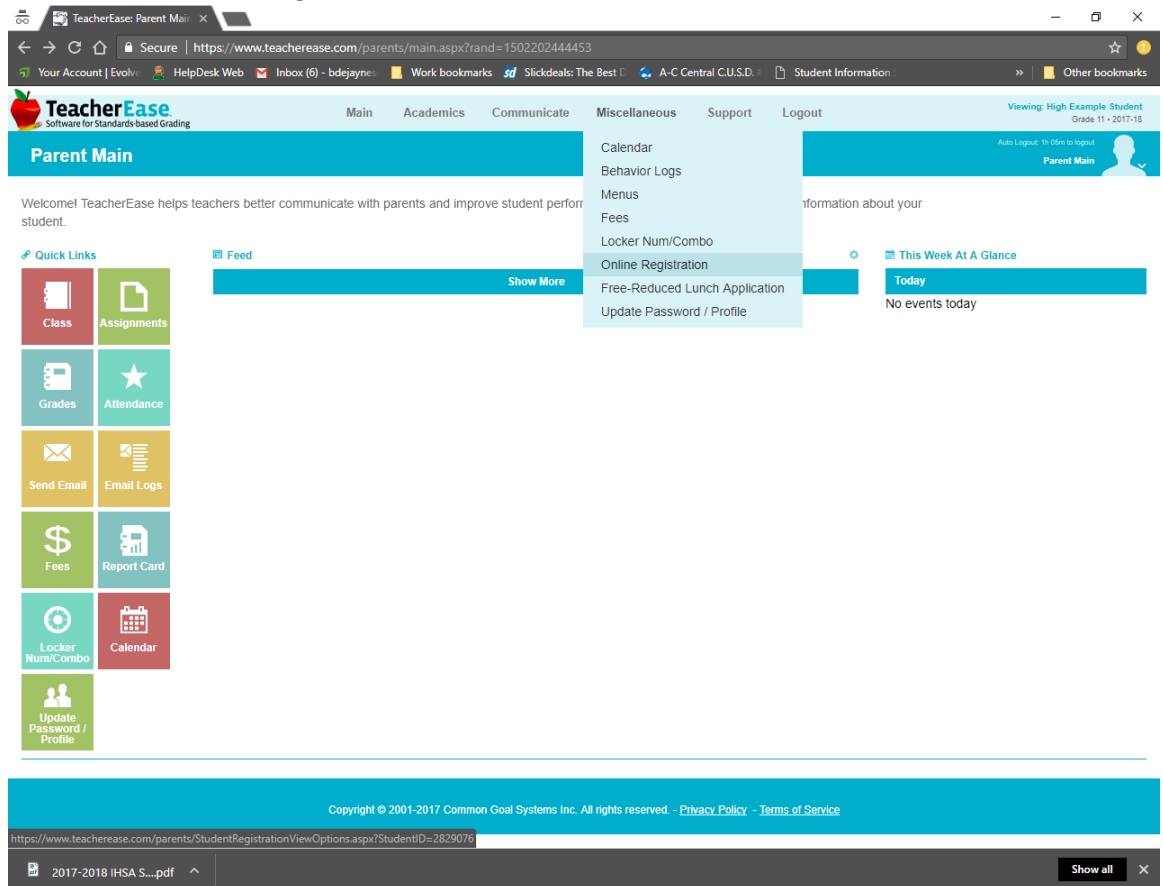
- c. The first form you will come to is the Residency Verification Form.
 - i. Click “complete form” to the right of this form.
 - ii. Now complete the form and then click “Save” at the bottom left of the page.
 - iii. After this type your first and last name to provide a digital signature.
 - 1. Now click “Submit Form”.
- d. After this you will be redirected back to the forms page.
 - i. You will see that the next few items are about Google Voice and our Facebook page.
 - ii. Then you will see the links to download the districts calendar and State Required Exams documents.
- e. The next form after this is the Transportation Information Update Form.
 - i. Now click on “complete form” to the right of this form.
 - ii. Fill out the form then click “Save” at the bottom of the page.
 - 1. YOU MUST STILL SAVE THIS FORM even if you are unsure of this information at this time or your student does not ride a bus.
- f. The next form is the School Reach Update Form.
 - i. Click on “complete form” to the right of this form.
 - ii. After completing the form click on “Save” at the bottom of the page.
- g. After this you are again on the forms page. Scroll down to the 2017-18 ACCEPTABLE USE POLICY.
 - i. Click on the 2017-18 Acceptable Use Policy.pdf link to download the policy.
- h. Now scroll down to the STUDENT ACCEPTABLE USE POLICY AGREEMENT (Grades K-12) Form.
 - i. Click on “complete form” to the right of this form.
 - ii. After filling out this form click “Save” at the bottom of the page.
- i. After this you are again on the forms page. Now scroll down to the PARENT ACCEPTABLE USE POLICY AGREEMENT (Grades K-12) Form.
 - i. Click on “complete form” to the right of this form.
 - ii. After filling out this form click “Save” at the bottom of the page.
- j. After this you are again on the forms page.
 - i. Scroll down to the Student Information – Registration Form.
 - ii. Now click on “complete form” to the right of this form.
 - iii. Then fill out the first page of this form and then click “Next” at the bottom of the page.
 - iv. After filling out the last page of the form click “Save” at the bottom of the page.
- k. Now you will be on the forms page again.
 - i. Scroll down to the Student Emergency Information Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- l. Again, you are back to the forms page.
 - i. Scroll down to the Student Emergency Agreement Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.

- m. Again, you are back to the forms page.
 - i. Scroll down to the Military Children Registration Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- n. Again, you are back to the forms page.
 - i. Scroll down to the Insurance Waiver Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- o. Again, you are back to the forms page.
 - i. Scroll down to the Parent Questionnaire Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- p. Again, you are back to the forms page.
 - i. Scroll down to the 2017 - 2018 Student Handbook.
 - ii. Click on 2017-2018 Student Handbook link to download the handbook.
- q. Now scroll down to the **STUDENT-PARENT/GUARDIAN HANDBOOK NOTIFICATION AND SIGN-OFF FORM.**
 - i. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- r. Again, you are back to the forms page.
 - i. Scroll down to the Fee Waiver Application Form.
 - ii. Click on “complete form” to the right of this form. **EVEN IF YOU DO NOT WANT A FEE WAIVER YOU MUST COMPLETE THIS STEP TO GO ON TO THE NEXT FORM.**
 - 1. After filling out this form click “Save” at the bottom of the page.
- s. Again, you are back to the forms page.
 - i. Scroll down to the Payment Plan Form.
 - ii. Click on “complete form” to the right of this form. **EVEN IF YOU DO NOT WANT A PAYMENT PLAN YOU MUST COMPLETE THIS STEP TO GO ON TO THE NEXT FORM.**
 - 1. After filling out this form click “Save” at the bottom of the page.
- t. Again, you are back to the forms page.
 - i. Scroll down to the Request for Records Form.
 - ii. Click on “complete form” to the right of this form. **EVEN IF YOU DO NOT HAVE A REQUEST FOR RECORDS YOU MUST COMPLETE THIS STEP TO GO ON TO THE NEXT FORM.**
 - 1. After filling out this form click “Save” at the bottom of the page.
- u. Again, you are back to the forms page.
 - i. Scroll down to the 2017 - 2018 Daily A/B Schedule section of the page.
 - ii. Click on the link to download the 2017-2018 A-B Schedule.pdf document.
- v. Now scroll down to the A-C Central/PORTA Extra-Curricular Activity Code Handbook section of the page.
 - i. Click on the link to download the 2017 - 2018 A-C Central & PORTA Extra-Curricular Activities Code document.

- w. Now scroll down to the EXTRA-CURRICULAR CODE NOTIFICATION AND SIGN-OFF Form.
 - i. Click on “complete form” to the right of this form. YOU MUST CLICK SAVE FOR THIS FORM EVEN IF YOUR CHILD DOES NOT PLAY ANY SPORTS. THIS IS NECESSARY TO GO TO THE NEXT STEP.
 - 1. After filling out this form click “Save” at the bottom of the page.
- x. Again, you are back to the forms page.
 - i. Scroll down to the Home Language Survey Form. THIS IS ONLY FOR NEW STUDENTS. GO TO THE NEXT SET OF DIRECTIONS IF YOUR STUDENT IS NOT NEW TO THE DISTRICT.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- y. Again, you are back to the forms page.
 - i. Scroll down to the FIELD TRIP PERMISSION SLIP FORM FOR 2017-2018 SCHOOL YEAR.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- z. Again, you are back to the forms page.
 - i. Scroll down to Medical Treatment and Insurance Information Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- aa. Again, you are back to the forms page.
 - i. Scroll down to the 2017-2018 IESA Sports Medicine Acknowledgement and Consent Form Information Sheet.
 - ii. Click on the link to download the 2017-2018 IESA Sports Medicine Acknowledgement and Consent Form.
- bb. After this scroll down to the IESA Sports Medicine Acknowledgement & Consent Form.
 - i. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- cc. Again, you are back to the forms page.
 - i. Now scroll down to the Free-Reduced Online Application Instructions section of the page.
 - ii. If you need to apply for the Free-Reduced Lunch Program, click on the link for the 2017 - 2018 Free-Reduced Lunch Online Application Instructions otherwise go to the next step.
- dd. Now you will see the forms repeated for any remaining children of your family.
 - i. Complete the directions below for the appropriate grades levels.
 - ii. If there are no more children to register, continue to the next step.
- ee. After this scroll down to the Payments section of the page.
 - i. Click on the “pay fees” link to the right of this section.
 - ii. Here you have the option to pay certain fees or add to a student’s lunch account.
 - iii. After fees are selected click “Continue” at the bottom of the page.
 - iv. Now enter in your credit or debit card information then click “Next”.
 - 1. This completes your student’s online registration.

Grades 9 - 12 Online Registration Instructions

1. Open up your Internet browser and browse to www.teacherease.com.
2. Log into the Teacher Ease site with your parent account.
 - a. New student parents/guardians will need to have a Teacher Ease account created before they are able to register their student(s). New parents/guardians please do the following if you need a parent account created:
 - i. Open up your Internet browser and browse to www.teacherease.com.
 - ii. Click on the “Sign Up” link to create an account.
3. Click on the “Miscellaneous” link at the top of the page.
 - a. Now click on “Online Registration”.



- b. Now choose to either “Register a new student(s) to the district” or to “Continue registering existing student(s) (in progress)”.
 - i. Now click on “Continue”.

- c. The first form you will come to is the Residency Verification Form.
 - i. Click “complete form” to the right of this form.
 - ii. Now complete the form and then click “Save” at the bottom left of the page.
 - iii. After this type your first and last name to provide a digital signature.
 - 1. Now click “Submit Form”.
- d. After this you will be redirected back to the forms page.
 - i. You will see that the next few items are about Google Voice and our Facebook page.
 - ii. Then you will see the links to download the districts calendar and State Required Exams documents.
- e. The next form after this is the Transportation Information Update Form.
 - i. Now click on “complete form” to the right of this form.
 - ii. Fill out the form then click “Save” at the bottom of the page.
 - 1. YOU MUST STILL SAVE THIS FORM even if you are unsure of this information at this time or your student does not ride a bus.
- f. The next form is the School Reach Update Form.
 - i. Click on “complete form” to the right of this form.
 - ii. After completing the form click on “Save” at the bottom of the page.
- g. After this you are again on the forms page. Scroll down to the 2017-18 ACCEPTABLE USE POLICY.
 - i. Click on the 2017-18 Acceptable Use Policy.pdf link to download the policy.
- h. Now scroll down to the STUDENT ACCEPTABLE USE POLICY AGREEMENT (Grades K-12) Form.
 - i. Click on “complete form” to the right of this form.
 - ii. After filling out this form click “Save” at the bottom of the page.
- i. After this you are again on the forms page. Now scroll down to the PARENT ACCEPTABLE USE POLICY AGREEMENT (Grades K-12) Form.
 - i. Click on “complete form” to the right of this form.
 - ii. After filling out this form click “Save” at the bottom of the page.
- j. After this you are again on the forms page.
 - i. Scroll down to the Student Information – Registration Form.
 - ii. Now click on “complete form” to the right of this form.
 - iii. Then fill out the first page of this form and then click “Next” at the bottom of the page.
 - iv. After filling out the last page of the form click “Save” at the bottom of the page.
- k. Now you will be on the forms page again.
 - i. Scroll down to the Student Emergency Information Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- l. Again, you are back to the forms page.
 - i. Scroll down to the Student Emergency Agreement Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.

- m. Again, you are back to the forms page.
 - i. Scroll down to the Military Children Registration Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- n. Again, you are back to the forms page.
 - i. Scroll down to the Insurance Waiver Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- o. Again, you are back to the forms page.
 - i. Scroll down to the Parent Questionnaire Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- p. Again, you are back to the forms page.
 - i. Scroll down to the 2017 - 2018 Student Handbook.
 - ii. Click on 2017-2018 Student Handbook link to download the handbook.
- q. Now scroll down to the **STUDENT-PARENT/GUARDIAN HANDBOOK NOTIFICATION AND SIGN-OFF FORM.**
 - i. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- r. Again, you are back to the forms page.
 - i. Scroll down to the Fee Waiver Application Form.
 - ii. Click on “complete form” to the right of this form. **EVEN IF YOU DO NOT WANT A FEE WAIVER YOU MUST COMPLETE THIS STEP TO GO ON TO THE NEXT FORM.**
 - 1. After filling out this form click “Save” at the bottom of the page.
- s. Again, you are back to the forms page.
 - i. Scroll down to the Payment Plan Form.
 - ii. Click on “complete form” to the right of this form. **EVEN IF YOU DO NOT WANT A PAYMENT PLAN YOU MUST COMPLETE THIS STEP TO GO ON TO THE NEXT FORM.**
 - 1. After filling out this form click “Save” at the bottom of the page.
- t. Again, you are back to the forms page.
 - i. Scroll down to the Request for Records Form.
 - ii. Click on “complete form” to the right of this form. **EVEN IF YOU DO NOT HAVE A REQUEST FOR RECORDS YOU MUST COMPLETE THIS STEP TO GO ON TO THE NEXT FORM.**
 - 1. After filling out this form click “Save” at the bottom of the page.
- u. Again, you are back to the forms page.
 - i. Scroll down to the 2017 - 2018 Daily A/B Schedule section of the page.
 - ii. Click on the link to download the 2017-2018 A-B Schedule.pdf document.
- v. Now scroll down to the A-C Central/PORTA Extra-Curricular Activity Code Handbook section of the page.
 - i. Click on the link to download the 2017 - 2018 A-C Central & PORTA Extra-Curricular Activities Code document.

- w. Now scroll down to the EXTRA-CURRICULAR CODE NOTIFICATION AND SIGN-OFF Form.
 - i. Click on “complete form” to the right of this form. YOU MUST CLICK SAVE FOR THIS FORM EVEN IF YOUR CHILD DOES NOT PLAY ANY SPORTS. THIS IS NECESSARY TO GO TO THE NEXT STEP.
 - 1. After filling out this form click “Save” at the bottom of the page.
- x. Again, you are back to the forms page.
 - i. Scroll down to the Home Language Survey Form. THIS IS ONLY FOR NEW STUDENTS. GO TO THE NEXT SET OF DIRECTIONS IF YOUR STUDENT IS NOT NEW TO THE DISTRICT.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- y. Again, you are back to the forms page.
 - i. Scroll down to the FIELD TRIP PERMISSION SLIP FORM FOR 2017-2018 SCHOOL YEAR.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- z. Again, you are back to the forms page.
 - i. Scroll down to Medical Treatment and Insurance Information Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- aa. Again, you are back to the forms page.
 - i. Scroll down to the 2017-2018 IHSA Sports Medicine Acknowledgement and Consent Form Information Sheet.
 - ii. Click on the link to download the 2017-2018 IHSA Sports Medicine Acknowledgement and Consent Form.
- bb. After this scroll down to the IHSA Sports Medicine Acknowledgement & Consent Form.
 - i. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- cc. Again, you are back to the forms page.
 - i. Scroll down to the High School Vehicle Registration Form.
 - ii. Click on “complete form” to the right of this form.
 - 1. After filling out this form click “Save” at the bottom of the page.
- dd. Again, you are back to the forms page.
 - i. Now scroll down to the Free-Reduced Online Application Instructions section of the page.
 - ii. If you need to apply for the Free-Reduced Lunch Program, click on the link for the 2017 - 2018 Free-Reduced Lunch Online Application Instructions otherwise go to the next step.

- ee. Now you will see the forms repeated for any remaining children of your family.
 - i. Complete the directions below for the appropriate grades levels.
 - ii. If there are no more children to register, continue to the next step.
- ff. After this scroll down to the Payments section of the page.
 - i. Click on the “pay fees” link to the right of this section.
 - ii. Here you have the option to pay certain fees or add to a student’s lunch account.
 - iii. After fees are selected click “Continue” at the bottom of the page.
 - iv. Now enter in your credit or debit card information then click “Next”.
 - 1. This completes your student’s online registration.