

April 15, 2020

Registration Procedures for the 2020-2021 School Year

Please read these instructions carefully.

Dear Parents/Guardians:

We are happy you have chosen Butler SD 53 and are registering your student for the next school year. Please follow these instructions to register your child using our online system. Having all students registered as soon as possible helps us to ensure appropriate class sizes, allows us to purchase instructional materials for all children and facilitate an easier transition for your child into our school.

Please complete both steps **A-B** to complete the registration process of your student(s).



Thank you for joining the Butler 53 community! We are proud of our partnership with you and hope our online registration system is an efficient process for you. Please contact me should you need assistance.

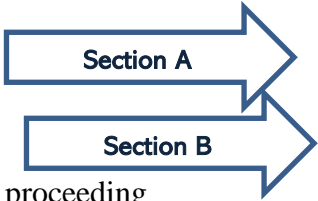
Sincerely,

Kristen Lugo
Registrar/PowerSchool/SIS Specialist
registration@butler53.com 630-368-4520

A—Access PowerSchool Registration

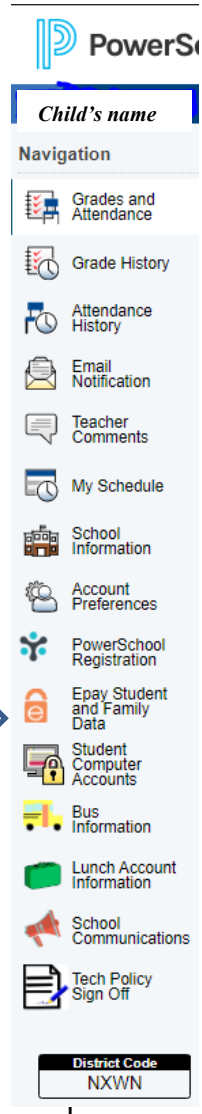
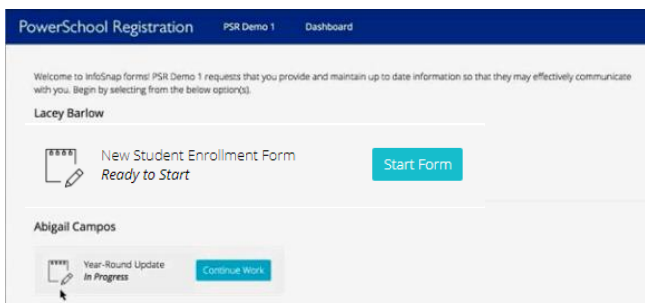
To register each student online, simply follow these directions via computer as PowerSchool does not recommend parents use a mobile phone to access and complete registration forms due to functionality issues.

1. Click on the **PowerSchool button**.  
2. Enter your PowerSchool Parent Access Username and Password
(Access ID: _____, Access Password _____)
(Username: _____, Password _____)
3. Once you're logged in, click on PowerSchool Registration located in the lower left-hand column.



In **PowerSchool**, you will verify or enter **each** child's information **before** proceeding to section **B**, of this document, to pay the registration fees.

Child/ren

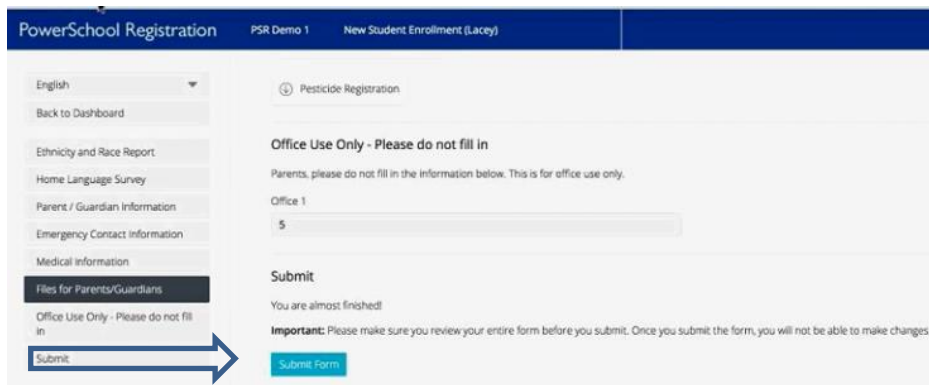


A. Click **New Student Enrollment** or **Annual Student Registration** for each child to register. You will need to review, update, and complete each student’s information separately.

B. Complete the entire registration form. If you have more than one student, you will select the first student. Please read carefully all instructions and documents before signing off for each student. Complete, proofread, and/or correct information as instructed. Documents and forms to be read and printed are in **Bold Red Type**. Open, read and submit all **Bold Red Type** files which apply to you. See one example below.

- [IL Child Health Examination Form](#)

C. After completing the student’s information, click “Submit Form.” ***This step is critical, as the information will not be submitted until you select “Submit Form.”*** If you are unable to complete the registration process during one session, you may save your information and complete it later by clicking “Continue Work”. When you return to finish it, you will need to follow the steps outlined above, but will not have to retype the saved information.



D. Repeat the process for each child in your family who will attend Butler School District 53 during the 2020-2021 school year by selecting his or her name.

If this is your only child to register or your last child to submit, please press "Submit Form" and continue to Step B of your registration package to make your registration payment. There will be a transaction fee of \$0.75 for payments made by E-check and credit or debit cards will be charged 2.25% .

If you have another child to register, select "Submit Form" which will return you to the Family Portal Page. You may then complete the registration form for your next child.

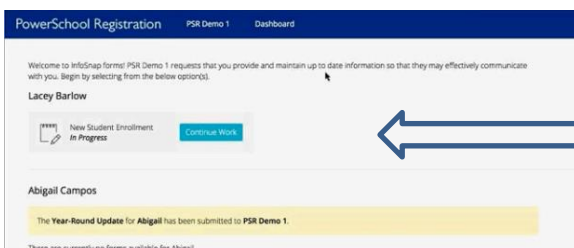
Submit

You are almost finished!

Important: Please make sure you review your entire form before you submit. Once you submit the form, you will not be able to make changes.

Submit Form

E. When all the forms are complete, and you have submitted all the required registration information; “*Annual Student Registration*” or “*New Student Enrollment*” has been submitted to Butler School District 53 will be highlighted in yellow and no forms will be in progress.



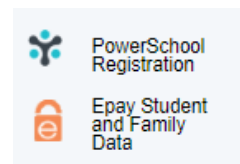
Continue - Work in Progress

Completed and Submitted in Yellow

B —Pay Balance of School Fees

Pay school fees online. A fee worksheet is available on page 8.

1. On your Parent Portal Navigation Bar, located in PowerSchool, click on Epay Student and Family Data



2. Click the [Epay website link](https://magic.collectorsolutions.com/magic-ui/Login/illinois-butler-school-district-)
<https://magic.collectorsolutions.com/magic-ui/Login/illinois-butler-school-district->

3. You can also access the **Epay button on the Butler Registration page.**



Make a one-time payment **OR**



Optional:

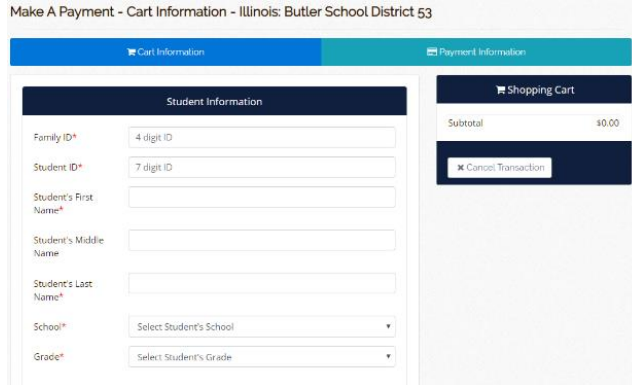
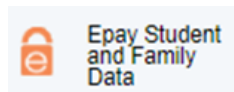
Create an account to login for future payments and access to payment history.
(You create your own login and password data.)



Follow the additional onscreen instructions for payment. Only MasterCard and VISA credit cards, debit cards and electronic checks are accepted. For added security, you will be asked to submit your 3-4 digit credit card verification value/security numbers.

All payments must be made through this online system.

- A. Enter your child's personal Student Information as provided in the **EPAY** bar of the PowerSchool Parent Portal.



Important information:

Do not press (Add to Cart) until finished entering all necessary accordion items (A-H) for each student. Once you press add to Cart, the cart will fill with the items selected and the student information will clear and be ready to enter another student.



Registration Choose Grade: K - 8

- B. For first child listed in Student Information, open **the corresponding accordion Registration Fee(for SY 2020-2021)**. Enter the fee from the dropdown bar. Late fees are only for returning families paying on or after the dates noted. Open corresponding grade accordion and choose the fees from the dropdown bar.

Band & Choir Fees Grades 4,5,6,7, & 8

- C. All Butler School District 53 Band students (gr 5-8) are assessed a **\$75** fee and all Butler School District 53 Choir (gr 4-8) students are assessed a **\$65** fee, payable during online registration by Monday, June 1st. Teachers will be in touch with students who will be enrolled in these optional classes. These fees are used to purchase the required band and/or choir t-shirt for every student and are also used to offset costs for supplies, instruments, contest and festival entrance fees, tuning/repairs, bus transportation, and supervision and director stipends. Fees cover about one-fourth of the actual cost of these programs. The Music Booster donations that are collected by the PTO are used to purchase additional equipment and supplies for these programs. All Band and Choir fees are non-refundable. If you need both Band and Choir, press the + key and choose the next option. Include payment for uniform for either Band or Choir for grades 6, 7, & 8.



PE Uniforms – Grades 6-8 Only

- D. **Butler Junior High School** students are required to wear a PE uniform for Physical Education classes. The uniforms will be available for purchase online during the registration process. The PE uniform consists of a pair of royal blue shorts (**\$9**) and a gray t-shirt (**\$7**) and your child is expected to wear this each day for class. If your child cannot wear shorts due to religious reasons, they can bring a pair of workout pants to change into each day and do not need to purchase the shorts but are still expected to purchase a t-shirt. You can purchase more than one uniform if you would like to have an extra set. The uniforms come in adult sizes (Shorts: XS, S, M, L, XL and t-shirts: S, M, L, XL) and students will have the opportunity to try them on during the first few days of school when they are distributed. Next year, if your child has a uniform that is in good condition it may be worn, and you will not need to purchase a new one. IF your child needs to purchase a new uniform item during the school year, this can be done through your child's PE teacher.

Students also have an **OPTION** of purchasing a "Butler" sweatshirt during the online registration process as well. **Students are NOT required to purchase a sweatshirt.** The sweatshirt is a solid royal blue with "BUTLER" in large white block lettering and comes in either a **HOODED (\$24)** or **CREW NECK (\$20)** choice. These sweatshirts are available in the following **ADULT** sizes: **YXL** (equivalent to Adult XS), S, M, L or XL. The sweatshirt order will be placed after Labor Day and delivered during the month of October. Sweatshirts can only be ordered until the Friday before Labor Day either online or by paper order. Paper order forms need to be turned into your child's PE teacher no later than the Friday before Labor Day. **All sales on sweatshirts are final.**

Choose the first item and the quantity. Press the + key to choose the next item.



Visual Art Donation

- E. Use the dropdown bar to include a recommended donation for visual arts. Your donation helps offset the cost of valuable art supplies. Visual Art Donation - **\$25**

Classroom/Courses

- F. During the year teachers may have requests for supplemental materials and/or books for their students. Currently, Language Arts and Spanish teachers at Butler Jr. High have book fees. All students are enrolled in these classes; grade 6,7, & 8, and are to pay the fees from the dropdown menu. Choose the first class/course fee. If needed, press the + key to choose the next item. Language Arts Textbooks \$20 and Spanish Textbooks \$35.



Family fees such as Transportation Per School and PTO need only be added once and should be added on the youngest child's name and ID.

Transportation

- G. **Transportation Fee** is for those families requesting bus service at the start and/or end of the school day. This is a **per family/per route** fee and is optional if you want bus transportation. Choose the transportation option(s) needed: BF \$300, BJH \$300 **per family/per route** Your child/ren will only be placed on the bus route once payment is received for each school needed. Bus-service is neither pro-rated nor discounted.

Late payments are for returning families. No penalty fees are required for new families enrolling after June 30. Payment for bus transportation must be received by June 30 in order to assure bus service the first week of classes.

Please note: There will be **no** mid-day transportation for half day Kindergarten students. Parent pick up for half day Kindergarten is required.

PTO (Once Per Family)

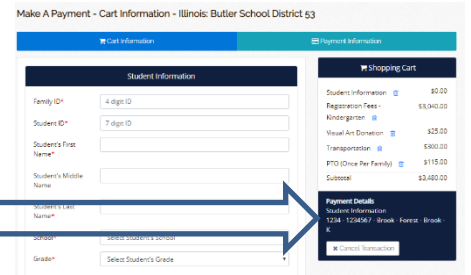
- H. The Butler District 53 Parent Teacher Organization is a cohesive group of parent and teacher volunteers who collaborate with the district administration and community leaders to enrich the educational environment and promote safety for all students. The Butler School District 53 PTO relies on the help of parent volunteers to make its many student activities, programs and fund-raising events successful. The PTO welcomes all parents to be involved in its programs. Drama, Music & Sports Boosters support activities for all students at both schools, such as awards, contest fees, uniform maintenance, microphones and more. Playground Project is for the future playground.

Open the Accordion **PTO (Once Per Family)**. Families can join and support the PTO by paying the annual dues which includes access to the PTO Online Handbook. In addition, recommended donations can be chosen from the dropdown bar and added to the shopping cart for PTO items. PTO payments are **per family**.

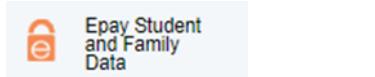
- Gold Family PTO Member, includes all items below **\$115**
- Family PTO Annual Dues/ Includes Access to Online PTO Handbook **\$35**
- Donation PTO Drama Booster **\$20**
- Donation PTO Music Booster **\$20**
- Donation PTO Sports Booster **\$20**
- Donation PTO Playground Project **\$20**

Complete all fees for student and press:

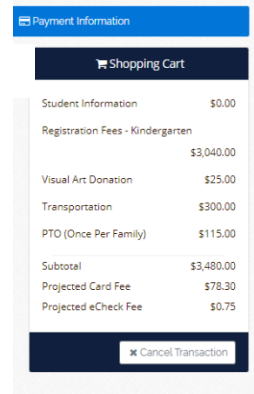
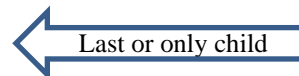
First child: Add item (white) and the fees will appear in your cart.



Child 2+: Repeat A-H for each additional child by using the **Student Information as provided** on the **Epay Student & Family page**.



Last child or only child: Click the **Green** tab: Add and Checkout.



Provide your email address and press Next Step: Add Payment Method.

Make a Payment Page

A. A projected transactional fee for both payments is shown in the shopping cart for your convenience to see before final payment.



B. Choose your payment type, either eCheck or credit card. There is an additional transactional fee of .75 for eCheck and 2.25% for credit cards.



Please select your Payment Method

Credit Card

Card Number

Name on Card

Expiration Month

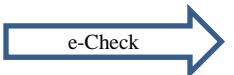
Expiration Year

Security Code

Card Zip Code

Amount Due \$ 600.00

Payment \$ 600 . 00



Please select your Payment Method

eCheck

Check Type

Account Type

Name on Check

Routing Number

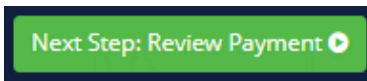
Confirm Routing Number

Account Number

Confirm Account Number

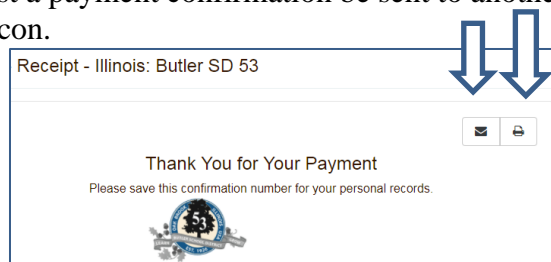
C. Fill in your payment information.

D. Press Review Payment.



E. Review Shopping Cart, all Payment Details, transaction fees, and payment Terms of Service. If all information is correct, check the Payment Terms of Service check box and then press **Make Payment**.

F. On the Receipt Page, you should **print** a copy of your receipt by pressing the Printer Icon. A copy will be sent to the email address you provided and to Butler SD53. You can request a payment confirmation be sent to another **email** address by clicking the Envelope Icon.



Frequently Asked Questions

Where can I find a copy of the academic calendar and when is the first day of class for students?

2020-2021 CALENDAR

The first day of class for Grades K-8 is Monday, August 24, 2020.

I'm concerned about the safety of my credit card online. What are you doing to protect my information?

We know that privacy is very important to you, so we have partnered with the Office of the State Treasurer to provide every reasonable precaution to protect your sensitive information. Illinois Funds E-Pay system is a secure socket layer (SSL) encryption and digital certificate technology, using VeriSign as their SSL digital certificate provider. This is the same protocol that is used by major businesses to protect sensitive information such as credit card numbers. They are also requesting the security code from the front or back of the card.

Do I have a password for making payments?

You can always make payments by pressing "Making a one-time Payment" and no password or account is necessary. However, if you wish to have an online [EPay](#) account, you can create your own account login data for E-pay by pressing "Create an Account" and have access to your historical payment information.

What if I am unable to pay registration fees?

Please contact the Registrar at (630) 368-4520 for information concerning payment plans, fee waivers, and rights of the homeless.

What if I can't find my PowerSchool password?

If you already have a [PowerSchool](#) Access Account, click on the "Forgot Username or Forgot Password?" and you will receive an email on how to login. New families must [set up their PowerSchool account](#).

When are physicals and other health related forms due?

The following documents must be submitted to the nurse by Thursday, August 19, 2020: Completed Physicals (Kindergarten , 6th Grade, & New Students) See the [student health page](#) on the Butler website for downloading documents and [requirements by grades](#). Please email these documents to thillen@butler53.com as soon as you have them finished so that she can process them.

Does Butler 53 participate in the federal Free Lunch program?

Butler School District 53 does participate in the Federal Free and Reduced Lunch Program that is available to qualifying families. Interested families may request an application by contacting the Butler 53 District Office or requesting one via the online application system. [Applications](#) will be sent during the summer after July 1st when the new school year forms become available.

If my child participates in band or choir, will we be charged a fee?

Yes. Band students are assessed a \$75 fee and choir students are assessed a \$65 fee, payable at the time of enrollment in the music program. This year these fees are collected during online registration. The fees are used to offset costs for supplies, contest judges, tuning/repairs, contest entry fees, bus transportation, supervision and director stipends. Fees cover about one-fourth of the actual cost of these programs. The Music Booster donations are collected by the PTO and used for uniform maintenance, solo/ensemble contest medals, beginning band pins, and end-of-year awards. From time to time, the PTO also purchases important equipment for these programs.

IMPORTANT: Once the entire registration process is completed and verified (Steps A-B-C) and all medical documents are turned in, the student's name will be included in the class lists. All students on class lists will receive access to PowerSchool and a class schedule in August. Information will be sent in August as to when this information will be available for viewing.

If you need assistance with the registration process or have any additional questions, please contact the Registrar: Kristen Lugo at 630-368-4520 or email registration@butler53.com

BUTLER SCHOOL DISTRICT 53
REGISTRATION FEES WORKSHEET
2020-2021 SCHOOL YEAR

STUDENT NAME: _____

GRADE: _____

PARENT NAME: _____

DATE: _____

REQUIRED FEES:	KINDERGARTEN FULL DAY	KINDERGARTEN HALF DAY-AM	GRADES 1-2-3	GRADES 4-5	GRADES 6-7-8
REGISTRATION FEE BY GRADE	\$2,750	\$ 200	\$ 225	\$ 250	\$ 300
TECHNOLOGY FEE	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175
ONLINE EDUCATIONAL RESOURCES/SUBSCRIPTIONS	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
REQUIRED CLASSROOM FEE	\$ 30	\$ 30	\$ 30	\$ 30	
YEARBOOK	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
TOTAL PER GRADE	\$3,040	\$490	\$515	\$540	\$560

**PLEASE REQUEST A REFUND AFTER REGISTRATION CLOSES IF YOU DO NOT WANT YOUR CHILD TO HAVE A YEARBOOK.*

SUBTOTAL REQUIRED FEES: \$ _____

ELECTED/OPTIONAL FEES

SCHOOL DONATIONS

\$ 25 VISUAL ART ENRICHMENT RECOMMENDED DONATION PER CHILD..... \$ _____

PARENT TEACHER ORGANIZATION

\$115 GOLD MEMBER-INCLUDES ALL ITEMS BELOW..... \$ _____

\$ 35 PTO ANNUAL DUES (ONE PER FAMILY) \$ _____

INCLUDES ACCESS TO ONLINE HANDBOOK

\$ 20 DRAMA BOOSTERS \$ _____

\$ 20 MUSIC BOOSTERS (Supports activities for all children) \$ _____

\$ 20 SPORTS BOOSTERS (Supports activities for all children) \$ _____

\$ 20 PLAYGROUND DONATION..... \$ _____

PTO SUBTOTAL..... \$ _____

CLASS/COURSES-REQUIRED GRADES 6, 7, & 8

\$ 35 SPANISH TEXTBOOKS PER STUDENT FOR BUTLER JR HIGH..... \$ _____

\$ 20 LANGUAGE ARTS TEXTBOOKS PER STUDENT FOR BUTLER JR HIGH..... \$ _____

BAND/CHOIR

\$ AS NEEDED, SEE INSTRUCTIONS AND PRICES LISTED..... \$ _____

PE UNIFORMS

\$ AS NEEDED, SEE INSTRUCTIONS AND PRICES LISTED..... \$ _____

TRANSPORTATION FEES

\$300 PER FAMILY FOR BROOK FOREST..... \$ _____

\$300 PER FAMILY FOR BUTLER JR HIGH..... \$ _____

PENALTIES- DO NOT APPLY TO NEW PARENTS ENROLLING AFTER JUNE 30

\$ 25 PER STUDENT PENALTY FOR REQUIRED FEES PAID BETWEEN JUNE 2- 30, 2020.. \$ _____

\$100 PER STUDENT PENALTY FOR REQUIRED FEES PAID AFTER JUNE 30, 2020..... \$ _____