



Online (E-Registration) Procedures & Residency Verification for 2017-2018

Dear District 73½ Parent/Guardian:

As the parent/guardian of a student registered to attend Skokie School District 73½, your child's name and other important information is automatically added to **PowerSchool**, the student information system used by our district. To complete registration, you must use the **PowerSchool Parent Sign In** website. The Parent Sign In allows you to access and update information for students who are NEW to the district and students who attended Meyer, Middleton, or McCracken in 2016-2017.

If you have a child who attended a District 73½ school in 2016-2017, you should already be familiar with Parent Sign In and authorized to log in with the same username and password that you used last year. If you don't remember your password, simply click the "Forgot Username or Password?" link on the Parent Sign In page and follow the prompts.

If your family or child is new to the district for 2017-2018, your Parent Sign In username and password was provided to you by school office staff when you registered your child.

Please plan to attend one of the following **Residency Verification and Fee Payment Days** at Oliver McCracken Middle School. Staff will be available to assist with online registration:

WEDNESDAY, JULY 26
12:00 to 6:00 p.m.

FRIDAY, AUGUST 4
8:00 a.m. to 3:00 p.m.

All district families are required to bring **two current utility bills** to verify district residency for the 2017-2018 school year. Renters must also bring a copy of their **current lease** and a signed **Landlord Affidavit**. Instructional, bus, lunch, and other fees can be paid in person or online.

Please see the accompanying information packet for Parent Sign In procedures and online registration instructions.

Sincerely,

Skokie School District 73½ Technology Department

Skokie School District 73.5
Online Registration Procedures
2017-2018

BEFORE YOU BEGIN: REQUIRED INFORMATION FOR STUDENT E-REGISTRATION

Please have the following information available for each student's E-Registration record:

- ☐ Parent/guardian email address(es), primary phone number, and daytime phone number.
- ☐ Emergency contact information (name and phone number) for at least one friend, relative, or adult (18 years and older) who is available during school hours in case the school cannot reach the child's parent/guardian.
- ☐ Name and phone number for child's doctor and dentist.
- ☐ Health concerns or medication requirements that might need attention during the school day.
- ☐ Health insurance name and policy number (required for all students who participate in extracurricular sports and overnight activities such as White Pines and Camp MacLean).
- ☐ MasterCard, Visa, or Discover credit card for paying school and lunch fees online (optional; fees can be paid in person at school on Residency Verification days).

Access to a printer is necessary to print required documents. If you do not have access to a computer and/or printer in your home or workplace, please visit the Skokie Public Library. Free computer and internet access is available to the public.

After you have entered E-Registration information for one student, **you have the option to copy certain E-Registration information to a sibling's E-Registration record:**

- **Demographics:** student's primary phone, home address, and mailing address
- **Guardian:** parent/guardian email address(es), parent/guardian #1 information, parent/guardian #2 information
- **Emergency:** information for Emergency Contacts 1, 2, and 3

Instructions for copying information from one student to another are provided in **Step 3** of the E-Registration process.



Translate E-Registration from English to the language of your choice by clicking the **Google Translate** "Select Language" button at the top of any screen.

Traducir a su idioma haciendo clic en el Google Translate "Seleccionar idioma" botón en la parte superior de cualquier pantalla.

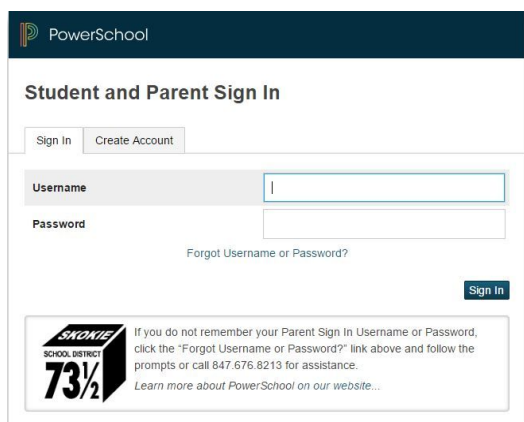
ترجمة إلى اللغة الخاصة بك عن طريق النقر على جوجل ترجمة "اختر اللغة" الموجود في الجزء العلوي من أي شاشة.

گوگل ترجمہ کسی بھی سکرین کے سب سے اوپر کے بٹن پر "زبان منتخب کریں" پر کلک کر کے آپ کی زبان میں ترجمہ کریں۔

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1. LOG IN TO THE PARENT SIGN IN WEBSITE

- Start here: <http://go.sd735.org>.
- Click a green **PowerSchool Parent Portal** tile to open the **Parent Sign In** page.
- Log in to the **Parent Sign In** page with your **Parent Sign In** username and password. If you have a child who attended a District 73½ school in 2016-2017,



you should already be authorized to log in with the same username

and password that you used last year. If you are new to the district for 2017-2018, your Parent Sign In username and password was provided by school office staff when you registered your child. ***If you do not remember your username or password, click the “Forgot Username or Password?” link on the Parent Sign In page and follow the prompts. DO NOT CREATE A NEW ACCOUNT. Please call the district at 847.676.8213 for assistance as needed.***

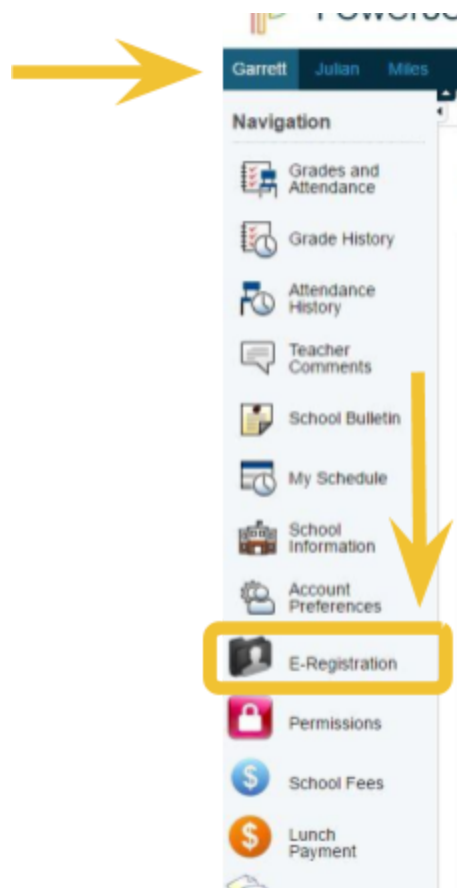


2. BEGIN THE E-REGISTRATION PROCESS

- Confirm the student name(s) at the top of the page.
- Click the student whose name is listed first.
- Click the **E-Registration** link in the left sidebar to begin the registration process for Student #1.
- Beginning with the **Demographics** tab...
 - read all instructions at the top of the page
 - review the information **on file with the school**
 - **enter your updates or changes** as necessary
 - click the **Save** button at the bottom of the page

If there are no Demographic changes necessary, simply click the **Save** button and continue to the next tab.

- Proceed through each of the **9 tabs** for Student #1, following the same instructions as for the Demographics tab in Step #1d above.
 - Guardians.** Confirm the **information on file with the school** and make any changes in the spaces provided. At least one **Parent/Guardian Email Address** is required to complete the Guardians portion of E-Registration.



- ❑ **Emergency.** Please provide at least one adult (18 and older) emergency contact who is available during school hours. ***The student's parent/guardian will always be called first in the event of an emergency.*** The emergency contacts provided on the Emergency tab should be friends or relatives who the school is authorized to call if you cannot be reached or if you cannot come to school to pick up your child. Please also provide the name and phone number of your child's doctor and dentist.
- ❑ **Health** Concerns and Medications must be reviewed for the 2017-2018 school year as appropriate to your child. If your child has no health concerns, please skip to the next section.
- ❑ For **Health Concerns**, click the **Add** button.
 - From the drop-down box, select the description that best describes your child's health concern; add a brief Comment for the Nurse if you wish.
 - Add additional Health Concerns as appropriate.
- ❑ For **Medications**, click the **Add** button
 - From the drop-down box, select the medication that your child takes, the time of day it is taken, and enter the medication dosage and any important notes for the Nurse.
 - Add additional Medications as appropriate.
- ❑ **Insurance Information** is optional, but a "Yes" or "No" answer must be selected for the three questions in the Insurance Information section.
- ❑ If you DO NOT wish to provide your child's insurance information, simply answer "No."
- ❑ If you DO wish to let the district know that your child is insured, but you DO NOT wish to provide the policy name and/or number, answer "Yes" that you have health insurance and then enter "N/A" (not applicable) in the policy name and number spaces.

PLEASE NOTE: Health insurance information is required for all students who will participate in extracurricular sports (6th-8th Grade) or attend overnight activities such as White Pines (5th Grade) and Camp MacLean (7th Grade). If you do not enter insurance information during E-Registration, please be prepared to provide the policy name and number when requested during the school year.

- ❑ **Permissions.** YES or NO is required for permissions regarding the School Directory, student use of the internet, publication of student work and name on the internet, and photographs taken by non-school agencies. Parents of students entering 6th-8th grade must also answer YES or NO for the the Device Take Home Program and student participation in Extracurricular Activities. ***The parent/guardian completing the E-Registration is required to read the **Concussion Information** section and acknowledge understanding in order to continue with the E-Registration process.***
- ❑ **Bus Contract (K-8).** Parents/guardians of students who will ride the bus must declare "YES," enter a parent/guardian's first and last name, and the current date on the Bus Contract page. If your child will not ride the bus, please declare "NO."
- ❑ **Documents.** This page provides links to all registration documents. Please print, complete, and have signed all forms necessary for your child and bring them to Residency Verification Day.

- ❑ **Fees.** Click the appropriate link if you wish to pay School and/or Lunch fees online with a credit card. Fees can be paid in person at school if you do not wish to pay online.
- ❑ **Finish. You made it!** This page confirms completion of E-Registration for Student #1 and provides a link to E-Registration records for additional students who are connected to your Parent Sign In account.
 - ✓ A green checkmark indicates that E-Registration has been completed and the date on which it was submitted.
 - ⚠ An exclamation mark (error) indicates that the student's E-Registration has NOT been completed.

Parents/guardians will be contacted if corrections or clarifications are necessary.

3. AS NEEDED: COPY E-REGISTRATION INFORMATION FROM ONE SIBLING TO ANOTHER

- a. Repeat **Step #2** above for each additional student on your Parent Sign In account.
- b. A note at the top of the screen will alert you if information on the current screen can be copied **FROM a sibling's** E-Registration record **TO the current** E-Registration record.
 - The name of the sibling(s) FROM where the information can be copied will be shown in a blue button.
 - Click the blue button for the sibling whose information you wish to copy TO the current child.

E-Registration: Test, Oliver

You've already entered data for 1 or more students. Click a student name below to copy the data you entered to Oliver.

Elizabeth John

Warning: Copying data could overwrite any other information you've already entered for this student.

Demographics Language Guardians Emergency Health Permissions Bus Contract (K-8) Documents Fees Finish

- c. Proceed through the 9 E-Registration tabs for each additional student on your Parent Sign In account. The following screens will display the option to copy information from one sibling to another:
 - **Demographics:** student primary phone, home address, and mailing address
 - **Guardian:** parent/guardian email address, parent/guardian #1 information, parent/guardian #2 information
 - **Emergency:** information for Emergency Contacts 1, 2, and 3

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FREQUENTLY ASKED QUESTIONS (AND ANSWERS)

Q: Can I start E-Registration on one computer and then finish on a different computer?

A: Yes, you may begin E-Registration on one computer and finish on another computer. However, if you do this, the copy function will no longer work. The copy function within E-Registration requires the same computer and same browser from beginning to end.

Q: What if I cannot see the E-Registration icon on the Parent Sign In page and other parents are using it just fine?

A: You are logged in to E-Registration with STUDENT Sign In credentials. E-Registration is only available with PARENT Sign In credentials.

Q: What should I do if I forgot my Parent Sign In username or password?

A: If you know your username OR password, click the [“Forgot Username or Password?”](#) link on the Parent Sign In home page and follow the prompts. If you do not know your username AND password, please call your child’s school office and ask for a Parent Sign In password reset.

Q: What’s the difference between “primary” phone and “daytime” phone on the Guardian page?

A: **Primary phone** is the “land line” or cell number associated with the address where the parent/guardian and child(ren) sleep at night. **Daytime phone** is the home, work, or mobile number where the parent/guardian can be reached during the school day. Many families prefer to use only a cell phone, and some homes do not have a “land line.” In these cases, the Primary and Daytime phone might be the same. ***The most important phone number to have on file is the one where the school can quickly and easily reach a parent/guardian during the school day.***

Q: Should I enter the parent/guardian in the Emergency Contact section?

A: No, the parent/guardian information is entered on the **Guardians** page. The Emergency page is where you will enter information for at least one **other** adult who can be reached during the school day. The emergency contacts provided on the Emergency page should be friends or relatives who the school is authorized to call and release your child if you cannot be reached or come to school to pick up your child. ***The child’s parent/guardian will always be called first, at the phone number(s) provided on the Guardians page, in the event of an emergency.***

Q. Can I enter more than three Emergency Contacts? What if I need/want to add another person later in the year?

A: The E-Registration system can accept information for three Emergency Contacts on the Emergency tab. If you want or need to add another person later in the year (for example, to let the school know about a friend or neighbor who will pick up the child on a specific day), please replace one of the existing contacts with the new contact.

Q: Is E-Registration available on the parent mobile app?

A: E-Registration is available as a web-based application only at this time; it is not available as a mobile app.