ONLINE REGISTRATION TIPS

Lemont High School • 2019-20 Summer Registration

Getting Started

- Please read the letter that provides your Family Access System log-in information. **NOTE:** If you manually reset your Family Access password after July 17, you must use the password that you established. For nearly all parents/guardians, the password provided in the Family Access letter will work.
- Review the handout concerning Lemont High School's Food Service Point of Sale (POS) system, which contains information that some parents/guardians will need for registration.
- Review the Online Registration Tips and Online Payment Instructions handouts.
- Parents/guardians will complete most registration information through the Skyward Online Registration Module. *For families with multiple students, this process must be completed for each student!*
- **Students and parents/guardians can take advantage of a quicker visit on Registration Processing Day by completing the online registration process and paying all fees by Monday, August 5!**
- **All students should attend Registration Payment Day on Tuesday, August 6 – including students whose parents/ guardians have completed the online registration process and paid the appropriate registration fees in advance.**
- Visit the school's website - **www.lhs210.net** - and click on "Registration" under the Student Services tab.
- **Please note Skyward's Online Registration Module is not optimized for mobile devices.** It is recommended that you complete the registration module on a computer.

Registration Page Highlights

- Parents/guardians are encouraged to review all the information on the Registration page prior to registering their student(s). Below, please note some important items that are contained on the Registration page.

Important Dates – including Registration Processing Day, New Student Day, Learning and Teaching Night, etc.

Registration Processing Day – includes information on what will occur on Tuesday, August 6. **All students should attend!**

Required Documents for Incoming Freshmen/New Transfer Students – medical exam forms, etc.

Yearbook Photos – includes information from Marshall Photographer concerning photo packages.

New Student Day – includes information on this day on Tuesday, August 13, for freshmen and transfer students.

Transportation – includes information about bus transportation, student parking, student drop-off/pick-up, etc.

Items for Purchase Through RevTrak – including replacement Physical Education items, etc.

Dress and Appearance Guidelines – includes information about the school's expectations and guidelines in this area.

Extra-Curricular Activities – including required consent forms, Extra-Curricular Activity Participation Fees, etc.

Support Organizations – includes information about organizations that support the school and its activities.

Payment Options – includes information on how to pay student registration fees online, or with cash or check.

Fee Waivers/Payment Plans/National School Lunch Program – includes information on each of these options.

Please see the reverse side for step-by-step help with the Online Registration Module.
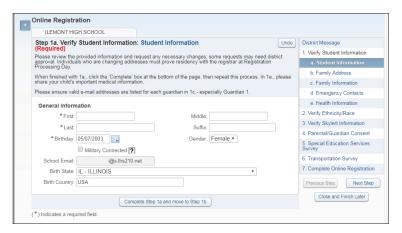**Individuals with questions concerning online registration should contact:**
Tony Hamilton – thamilton@lhs210.net or (630) 243-3280

Paying Student Fees

- **Paying your student's fees does not mean he/she is 'registered'... you must also follow the instructions on the reverse side of this sheet to complete the online registration process!**
- Lemont High School provides parents/guardians with a secure method to pay registration fees online with a credit card or debit card. If you wish to take advantage of this opportunity, or purchase items through RevTrak (for which you will need your student's Food Service Key Pad number), please click on the "Fee Management" link on the left side of the page in Family Access.
- Parents/guardians who need assistance with paying student fees online are encouraged to review the "Online Payment Instructions" document contained in this mailing; it also is available under the "Payment Options" section on the Registration page.
- **Fees may be paid online before or after completing the online registration process.**
- For other payment options, please see the "Payment Options" section on the Registration page on the school's website.

Skyward Online Registration Module

- Turn off your browser's pop-up blocker.
- At the bottom of the Registration page on the school's website, click on the "Skyward Family Access" link and use the log-in information provided to you to access the system.
- Click the "Online Registration" link on the left side of the page, and click on your student's name.

STEP 1

- Within all five substeps, please review the provided information and submit requests for any necessary changes. The school must verify any residency change requests.
- Within 1a., if your student has a parent/guardian with a current military connection, click on the "?" for more information on whether to select that box.
- When finished with 1a., click the "Complete Step..." button at the bottom of the screen. This will take you to the next step.
- Repeat this process for steps 1b., 1c.,1d. and 1e.
- Under "c. Family Information" please provide accurate e-mail addresses for **both** guardians. We regularly communicate important messages with parents/guardians electronically.
- It is not necessary to add any parents/guardians with whom the student resides under "d. Emergency Contacts". You may add other emergency contacts by clicking "Add Emergency Contact" and providing the necessary information.
- Please share important medical information for your student in step 1e. **If there is no information to be shared in a field, PLEASE LEAVE THE FIELD BLANK (i.e., do not put 'none' or 'N/A').**

STEP 2

- Click the "Continue" button at the bottom of the screen.
- Verify your student's ethnicity and race, then click "Complete Step..." button at the bottom of the screen.

STEP 3

- Review the preferences for your student in Skylert, the communication system the school uses to deliver important messages to parents/guardians via phone, e-mail and text message. The 'Primary Phone' is the first number listed for Guardian 1 in Skyward (usually the home number), so **please be aware that changing it in this step also will change it in our student records system.**
- Provide any additional phone numbers or e-mail addresses you would like added under the "Additional Contact Info" section.
- Check the boxes as desired. For example, if you wish to receive an e-mail message in all instances of Skylert communications from the school, check all boxes in the row for that e-mail address. When finished, click "Complete Step..." button at the bottom of the screen.

STEPS 4 and 5

- Respond to the questions, type your name and date at the bottom of each page, and click the "Complete Step..." button at the bottom of the screen.

STEP 6

- Provide the appropriate information in relation to your student's transportation to and from school, type your name and date at the bottom, and click the "Complete Step..." button at the bottom of the screen.

STEP 7

- Review the steps you have completed.
- To submit your student's registration, click "Submit Online Registration" in the center of the screen. **All six steps must be marked as completed to click the button.**
- You will be taken back to Family Access, where you will see a message noting you have finished your student's registration.
- If you have an additional student to register, click the "Online Registration" link on the left side of the page and click on the second student's name and follow the same process.
- An e-mail will be sent to the addresses associated with Guardians 1 and 2 after you complete the registration process for each student.

To pay registration fees online, click on "Fee Management" when logged into Family Access.

If you need assistance with paying student fees online, consult the "Online Payment Instructions" document in this mailing; it also is available under the "Payment Options" section on the Registration page.