

J. Sterling Morton Online Registration



2021-2022

Long Registration Lines are OVER!



- Guardians complete Online Registration through Family Access
- Online Registration must be completed for all returning students and incoming Freshman.
- Family and emergency contact information can be updated with the most current information
- Complete required forms such as:
 - Race and Ethnicity
 - School-parent compact
 - Acknowledgement forms
 - AUP agreement



Let's Get Started!



Family Access
SAMPLE STUDENT

Home

Online Registration 2021-2022

Online Forms

Calendar

Gradebook

J.S. Morton High School

SAMPLE 2021-2022

View History | View Unread Denials

Shortness of breath or difficulty breathing

- Fatigue
- Muscle or body aches

Log into Skyward from the District homepage with your username and password.

<https://skyweb1.jsmorton.org/>

This is the Family Access Home Page.

There are 2 steps to get to Online Registration:

- Along the left, click the tab labeled Online Registration.
- In the popup, select the students name. If more than one student appears, registration must be completed individually for each student.

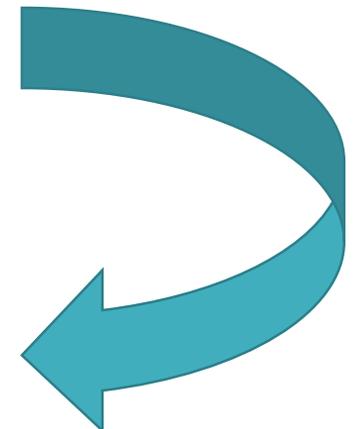


On the right side of the page, you can see that there are several steps to complete for Online Registration. You may not see 10 steps (as pictured below) as the number of steps is dependent on the student's grade level.

The screenshot shows the Skyward Family Access interface for 'SAMPLE STUDENT'. At the top, there are navigation links: 'E-LEARNING TEST', 'My Account', 'Contact Us', 'Email History', and 'Exit'. Below these is the 'SKYWARD' logo and 'Family Access SAMPLE STUDENT'. A 'District Links' icon is also present. The main content area is titled 'Online Registration 2021-2022' and includes a sub-header 'SAMPLE (J.S. Morton East High School 2021-2022)'. A 'District Message' section contains a welcome message: 'Welcome to the J. Sterling Morton Online Registration for the 2020-2021 School Year! By taking advantage of online registration your days of waiting in long lines are over.' To the right of the message is a list of 10 steps for registration:

1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
 - f. Health Information
2. Student Health Form
3. Sibling Information
4. Acknowledgement Forms
5. School-Parent Compact
6. Military Connected
7. College Board Consent
8. Document Uploads
9. Fee Acknowledgement
10. Complete Online Registration 2021-2022

Please Make sure to complete each step of part 1 (a-f).



The center of the page in Online Registration will have certain items filled in with the information currently in the student record. You may change/update some of the fields like Phone Number and Home Email address. Throughout the process, an asterisk (*) means that this is a ***required*** field

Student Demographic steps *require ALL* Parents/Guardians to verify information. Updating this information, will allow us to have the most current information in case of an emergency.

Fee acknowledgement is a message notifying you of future fees. Payment is NOT needed at this time.
Review and submit online registration

District Message
1. Verify Student Information
a. Student Information
b. Family Address
c. Family Information
d. Emergency Information
e. Emergency Contacts
f. Health Information
2. Student Health Form
3. Sibling Information
4. Acknowledgement Forms
5. School-Parent Compact
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9. Fee Acknowledgement
10. Complete Online Registration 2021-2022

The next steps, if applicable, will require the signing and dating of various forms (All except Military Connected are required)

Step-by-Step Descriptions

District Message

1. Verify Student Information

a. Student Information

b. Family Address

c. Family Information

d. Emergency Information

e. Emergency Contacts

f. Health Information

2. Student Health Form

3. Sibling Information

4. Acknowledgement Forms

5. School-Parent Compact

6. Military Connected

7. College Board Consent

8. Document Uploads

9. Fee Acknowledgement

10. Complete Online Registration 2021-2022

Below is a brief description of the information to be provided in each of the Online Registration steps. Not all of these forms will appear for every student as the forms are dependent on the students grade level.

- (1) Student Demographic Forms (1a – 1f)** - Provide the District with important information about your student and your family as well as advising Morton personnel if there are any critical alerts or health issues involving your child. Parent/Guardian names, addresses and contact phone numbers are required in case of emergency.
- (2) Student Health Form** – This Form is required in order to maintain record of any special medical conditions your child may have, as well as emergency contacts in the event of a medical emergency.
- (3) Sibling Information** – List any siblings for the student that attend/will attend a Morton School District campus.
- (4) Acknowledgement Forms** – Acknowledgement that parents and students agree to: code of conduct, acceptable computer use, and authorization to release photos.
- (5) School-Parent compact** - Outlines how the parents, school staff, students will share the responsibility for improved student academic achievement.
- (6) Military Connected** – This is an optional form. This form informs the district if a legal guardian is a member of the Armed Forces or National Guard on full-time training duty, annual training duty, or on active military service.
- (7) College Board Consent** –provides authorization for the college board to collect student survey results.
- (8) Document Upload** – Upload any attachments required by the district such as birth certificate and immunization records.
- (9) Fee Acknowledgement** – Provides information on fees that will be charged for the next school year.
- (10) Complete J. S. Morton Online Registration** - By ensuring all steps have been completed and selecting the Complete button.

1a. Student Information

Step 1a. Verify Student Information: Student Information Undo
(Required)

This area will allow guardians to verify student demographic, information pertaining to student name, home address, and primary phone numbers.

For emergency or discipline purposes, when parent or guardian is unable to be reached, the emergency contact you provide will be contacted. Please identify if you give permission for up to three emergency contacts to pick up your student by selecting YES or NO. Advise if able to pick up student. Any other request should be added in the comments area.

General Information

* First: Middle:
* Last: Suffix:
Birthday: Gender:
Other Name: Race:
Language:
Home Phone: Ext:
 Ext:
School Email: Home Email:
Birth County:
Birth State:
Birth Country:

Allow Publication of Student's Name for:

Military: Higher Ed: Public:
District: Media:

Step 1a. Student Information: Will be verifying student's information such as:

- First/Last name
- Language and Native Language (Verify only) *if language is incorrect a new Home Language Form must be filled out.*
- Home Phone Number
- Home Email Address
- Birth State/Country

Some of these fields may be pre-populated. If the fields are correct, do not edit the information. If the fields are incorrect, please only edit the incorrect fields and then hit submit.

All fields that have an asterisk (*) must be filled out in order to continue.

1b. Family Address & 1c. Student Information

Step 1b. Verify Student Information: Family Address (Required) Undo

This area will allow guardians to verify student demographic, information pertaining to student name, home address, and primary phone numbers.

Address [Preview Address](#)

Street Number: Street Dir: Street Name:

SUD: # P.O. Box:

Address 2:

Zip Code: Plus 4: City/State:

Complete Step 1b Only

Step 1b. Family Address: Will be verifying student's address.

All fields that have an asterisk (*) must be filled out in order to continue.

Step 1c. Family Information: this will allow parents to verify their information.

All fields that have a asterisk (*) must be filled out in order to continue.

MUST be a LEGAL Guardian

Step 1c. Verify Student Information: Family Information (Required) Undo

This area will allow guardians to verify student demographic, information pertaining to student name, home address, and primary phone numbers.

Guardian Number: 1

Name: GUARDIAN NAME

Custodial

Relationship:

Home Email:

Primary Phone: Ext:

Ext:

Complete Step 1c Only

1d. Emergency Information

Step 1d. Verify Student Information: **Emergency Information** Undo

This area will allow guardians to verify student demographic, information pertaining to student name, home address, and primary phone numbers.

Critical Alert Information

Last Name, First

Physician:

Dentist:

Hospital:

Insurance:

Policy:

[Complete Step 1d Only](#)

Step 1d. Critical Alert/Information:

view all information for accuracy.

- Critical Alert Information
- name of:
 - Physician
 - Dentist
 - Hospital
 - Insurance
 - and Policy

1e. Emergency Contacts

Step 1e. Verify Student Information: Emergency Contacts (Required) Undo

This area will allow guardians to verify student demographic, information pertaining to student name, home address, and primary phone numbers.

For emergency or discipline purposes, when parent or guardian is unable to be reached, the emergency contact you provide will be contacted. Please identify if you give permission for up to three emergency contacts to pick up your student by selecting YES or NO. Advise if able to pick up student. Any other request should be added in the comments area.

Add Emergency Contact

Contact Number: Delete this Emergency Contact

First:

Middle:

Last:

Relationship:

Primary Phone: Ext:

Ext:

Ext:

Pick Up:

Comment:

Complete Step 1e Only

Step 1e. Emergency Contacts: Will be verifying or adding an emergency contacts.

An emergency contact cannot be a Parent or Guardian.

Please provide additional individual that can be contacted in case the Parent or Guardian is not available during an emergency or disciplinary purposes.

You may add up to 3 emergency contacts.

Step 6. Student Health Form (Required)

View Full Screen

There are no records to display; check your filter settings.

Add

Edit

Delete



Step 2: Student Health Form

1. Click on “Add” to add a new health form.
2. Enter any medical conditions and/or comments for the student.
3. Sign and Date the form

J. Sterling Morton High School District 201

Student Health Record Update

Student Name: STUDENT SAMPLE ID #: 991000 Birth Date: 08/15/2006

Home Address:

Select Yes or No for each health condition.
Enter any special comments for the health condition.

PLEASE COMPLETE THE INFORMATION BELOW

ALLERGIES: (Food, drug, insect, other) If yes, please list

MEDICATIONS: (List all prescribed or taken on a regular basis)

HEALTH CONDITIONS	YES/NO	COMMENT
ASTHMA	<input type="text"/>	
BIRTH DEFECTS	<input type="text"/>	
DEVELOPMENTAL DELAY	<input type="text"/>	
TB (Disease or positive skin test)	<input type="text"/>	
DIABETES	<input type="text"/>	
SEIZURES	<input type="text"/>	
HEART PROBLEMS (Murmur/ High Blood Pressure/ Other)	<input type="text"/>	
ADHD	<input type="text"/>	
VISION PROBLEMS (Glasses or contacts)	<input type="text"/>	
EAR/ HEARING PROBLEMS	<input type="text"/>	
BONE/ JOINT PROBLEMS / SCOLIOSIS	<input type="text"/>	
SURGERIES (List when surgery was done and what for)	<input type="text"/>	
ANY OTHER MEDICAL OR EMOTIONAL CONCERNS (Please list)	<input type="text"/>	

Guardian 1	Guardian 2
Name: PARENT OLRTST	Name:
Home Phone: (708) 888-8888	Home Phone: (708) 888-8888
Work Phone:	Work Phone:
Cellular Phone:	Cellular Phone:



IN THE EVENT WE ARE UNABLE TO REACH EITHER PARENT OR GUARDIAN PLEASE LIST (3) EMERGENCY CONTACTS

Name: Relationship: Phone:

Name: Relationship: Phone:

Name: Relationship: Phone:

In the event that my child has a medical emergency at any time on the school premises, in a school vehicle, or at a school sponsored activity, whether during the school day or otherwise, I authorize emergency measures necessary to protect my child's health and welfare. I will assume the responsibility for any fees incurred in the administration of such medical treatment.

In the event that my son/daughter transfers to another school, I authorize J Sterling Morton School District 201 to forward a copy of my child's medical records to the new school or to a college following graduation. The authorization is valid for one year.

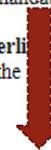
Vision and hearing screening will be done as mandated, for Special Education students, transfer students and teacher referrals.

I authorize the Health Service Offices of J Sterling Morton School District 201 to share pertinent medical information regarding my child's health with appropriate personnel throughout the district.

Medicaid ID Number:

Parent Signature:

Date:



Step 3: Sibling Information

SAMPLE STUDENT

student ID#: 991003

For the student above, please enter the name and ID number for any siblings that attend the J Sterling Morton District. This information will be used to link together students and families within the Skyward system. If the student does not have any siblings that attend the Morton school district, leave the fields blank and continue to the next step.

Por favor ingrese el nombre y el número de identificación de cualquier hermano que asista al Distrito J Sterling Morton. Esta información se utilizará para vincular a estudiantes y familias dentro del sistema Skyward. Si el estudiante no tiene hermanos que asistan al distrito escolar de Morton, deje los campos en blanco y continúe con el siguiente paso.

Sibling Name/Nombre del Hermano(a)	ID# / Número de identificación
<input type="text"/>	<input type="text"/>

*The ID # will be a 6 digit number for each student

**El número de identificación será un número de 6 dígitos para cada estudiante.*

If the student has any siblings that attend the J. Sterling Morton District (including other campuses if applicable), please list the sibling's name and the sibling's ID#.

This information will be used to properly link the students to the same family. Each linked student's information can then be accessed from the same parent/guardian's skyward account.

If the student listed does not have any siblings, simply leave the form blank and continue to the next step.

Step 4: Acknowledgement Forms

Select the add button to authorize parent authorization forms for 2020-21 school year

A screenshot of a web application interface. At the top, it says "Acknowledgement forms (Required)". Below that is a "View Full Screen" button. The main area contains a table with the text "There are no records to display; check your filter settings." To the right of the table are three buttons: "Add", "Edit", and "Delete". A red arrow points to the "Add" button, with the number "1" above it.

1



2

Sign and Date Parent/Student Handbook Receipt.



A screenshot of a form for J. Sterling Morton High School District 201. The header includes the school name and address: "J. Sterling Morton High School District 201, 5801 Cermak Rd., Cicero, IL 60804, Phone (708) 780-2800 Fax (708) 780-2111". Below this are fields for "Student Name: SAMPLE STUDENT", "Parent/Guardian Name: GUARDIAN NAME", "Campus: FRESHMAN ACADEMY", "Other ID#: 998877", and "Student Grade Level: 10". The form is titled "ACKNOWLEDGEMENT OF HANDBOOK RECEIPT". It contains several paragraphs of text explaining the handbook and the responsibility of the parent or student to obtain it. There are several checkboxes and dropdown menus for consent and agreement. At the bottom, there are fields for "Parent/Guardian, accept electronic handbook" and "Date".

3

Sign and Date Acceptable Computer Use & Access to Internet At Home section



A screenshot of a form titled "ACKNOWLEDGMENT OF COMPUTER ACCEPTABLE USE POLICY". It contains several paragraphs of text explaining the policy and the responsibility of the parent or student to obtain it. There are several checkboxes and dropdown menus for consent and agreement. At the bottom, there are fields for "I understand policy:" and "Date:". Below this is a section titled "ACCESS TO INTERNET AT HOME" with similar text and a dropdown menu for "Does the student have access to a reliable internet connection at home?". At the bottom, there are fields for "Parent/Guardian signature:" and "Date:".

4

Sign and date the Media Authorization Section



A screenshot of a form titled "ACKNOWLEDGMENT OF COMPUTER ACCEPTABLE USE POLICY". It contains several paragraphs of text explaining the policy and the responsibility of the parent or student to obtain it. There are several checkboxes and dropdown menus for consent and agreement. At the bottom, there are fields for "I understand policy:" and "Date:".

Step 5: School-Parent Compact Form

Please read, sign, and date the school-parent compact form.

School-Parent Compact (Required)

View Full Screen

There are no records to display; check your filter settings.

Add Edit Delete

J. Sterling Morton High School District 201

MORTON HIGH SCHOOL SCHOOL-PARENT COMPACT 2021-2022 SCHOOL YEAR

Morton High Schools and the parents of the students participating in activities, services, and programs funded by Title I - Every Student Succeeds Act (ESSA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This School-Parent Compact is in effect during the 2021-2022 school year.

Morton High School will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - The curriculum is relevant to students and the community; is challenging, integrated, comprehensive; and provides opportunities to develop the skills and knowledge for employability and/or higher education.
 - Instruction is student centered, using multiple and experiential learning strategies and extends beyond the classroom.
 - Students and parents will maintain technology equipment provided by the District.
- Hold parent-teacher conferences during which this compact was discussed as it relates to the individual child's achievement.
 - Parent Teacher Conferences will be held on October 2021
- Provide parents with end of semester report cards.
 - Parents will utilize their skyward login information throughout the school year to monitor a child's progress during the school year.
 - Please select the language you would like to receive your student's report card: English
- Provide parents reasonable access to staff.
 - The Morton Faculty is available for consultation via email and phone during the school day and is available from 8:00am – 8:40am or after school by appointment from 3:10pm – 3:30pm. Parents are encourage to contact a child's teacher at any time to make an appointment to meet with them in person.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.
 - The Parent Liaison coordinator and Assistant Principal of Instruction may be contacted to facilitate any request to volunteer or to participate in a child's class or with any other school activity.

Electronic Signature of Guardian _____ Date _____

Student Name: SAMPLE Student ID: 991003



J. Sterling Morton High School District 201 Military Connected Family Form

INSTRUCTIONS

This form is to be filled per household.

Is a Legal Guardian member of the Armed Forces or National Guard on full-time training duty, annual training duty, or on active military service?

- Yes If yes, complete and return one form for each school-aged child in your household.
- No If no, return one form for each school-aged child in your household. **Skip Student and Family Information.**

STUDENT INFORMATION

List all student in house hold that attend Morton District 201

First Name	Student Morton ID	Morton School Attended
SAMPLE STUDENT	998877	J.S. Morton West High School

FAMILY INFORMATION

List immediate Legal Guardians members who are connected to the U.S. military. Legal Guardian may be described as a person who has the legal authority to care property and personal interest of child.

	Relationship to Student	Date Enlisted	Branch	Status
1.				
2.				
3.				

Step 6: Military Connected Form

This form is ***optional***. If a legal guardian is an active member of the armed forces, please enter any applicable information.

Please select that language you would like to receive your students report card in.

Step 7: College Board Consent

College Board Participation in College Planning Consent Form

The purpose of this form is to explain the information your student will be required to provide and the options available to your student related to their free SAT score sends, Student Search Service®, and the student questionnaire.

Students will be required to provide College Board, the provider of the SAT Suite of Assessments, their first and last name, school name and school code, date of birth, grade level, gender and, for some states and districts, student identification number. This information is the minimum needed for scoring and reporting test results.

<p>Students who are taking the SAT can send their scores to up to four colleges or scholarship programs at no cost. Score sends are optional, but we encourage students to demonstrate their interest in their chosen schools early. If left blank, no scores will be sent. Consent is not required for students to utilize their four free score sends.</p> <p>As a parent, you can give consent for your student to opt in to Student Search Service when they complete their answer sheet. Student Search Service connects students with colleges and scholarship organizations by sharing their information with participating organizations. This offers you and your student:</p> <ul style="list-style-type: none"><input type="checkbox"/> Information about colleges and universities that match your student's academic interests<input type="checkbox"/> Information on financial aid and scholarships to help deserving students access scholarships they've earned<input type="checkbox"/> Information about majors, courses, and degree options	<p>College Board only shares student data with eligible colleges, universities, scholarships, and educational opportunity programs that have signed an agreement to only communicate with students for the purposes listed above. These entities most often connect with students based on expected graduation date, cumulative grade point average (GPA), score range, and intended college major.</p> <p style="text-align: center;">STUDENT QUESTIONNAIRE</p> <p>As a parent, you can give consent for your student to participate in the student questionnaire. The information from these questions will be added to their College Board student record.</p> <p>Your child's responses to the optional questionnaire:</p> <ul style="list-style-type: none"><input type="checkbox"/> Provide data used by College Board for research and planning to improve tests and services<input type="checkbox"/> Help match students with colleges, universities, scholarships, and educational opportunity programs
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I give consent for my child to opt in to Student Search Service and to participate in the student questionnaire:



student name (printed):

parent signature:



date:



Please sign and date the College Board Consent Form.

This form gives consent for the College Board to administer and collect a student survey for research and planning to improve test services.

If You do not wish to give consent, please change the “Yes” option to “No” before submitting the form.

Step 8: Document Uploads

This screen will allow guardians to submit any necessary attachments that the district has required. If you are unsure whether these forms are needed, contact the school or submit them at a later date.

Step 11. Document Uploads (Optional)
 Please upload any documents requested by the district. If a form is not required to be uploaded, move on to the next step to finish the registration process.

1. click on the button labeled "Choose File" next to the appropriate document.
2. select the file from your computer.
3. When all have been attached, click on the button labeled "Complete Step and move to next Step".
4. On the Next screen, click on the button labeled "Submit Health Forms Upload".

Birth Certificate: No file chosen
 Dental Record: No file chosen
 Immunization Record: No file chosen
 Physical Form: No file chosen
 Residency Proof - A: No file chosen
 Residency Proof - B: No file chosen
 Residency Proof - C1: No file chosen
 Residency Proof - C2: No file chosen

For each attachment type that is required.

1. Click on "choose file" next to the attachment you would like to add
2. Select the file from your device.
3. Once all attachments have been added, click on "complete step 1 and move to step 12".

Category A - Submit ONE document - MUST display current address	Category B - Submit ONE document - MUST have name and address
State issued Driver's license State issued I.D. card Government issued photo I.D Photo I.D. from Foreign Consulate	Real Estate tax bill Mortgage statement Signed current lease (with a contact info for owner/landlord) Agreement of sale District 201 Residency Attestation (available on-line)
Category C - Submit TWO documents showing your name and current address - Must be dated within last 30 days	
Home/Renter and/or auto insurance City Sticker Receipt Utility bills Bank or Credit Card Statement Paycheck Stub	Vehicle Registration Cable or Internet Bill Letter from Federal/State Agency Post Office - Change of Address Voter Registration Card

- If residency documents are required, you will need the following
- one item from category A
 - one item from category B
 - Two documents from category C
 - One should be attached to "Residency proof - C1" and the other as "Residency proof - C2".
 - the order they are attached in does not matter.

Step 9: Fee Acknowledgement

This screen provides information on some fees that parents/students should expect during the next school year. There is nothing to fill out, simply click on “Complete step” once you have finished reading.

Complete Online Registration
By completing Online Registration, you are confirming that the Steps below have been finished.
Are you sure you want to complete Online Registration

A required field has not been filled in and saved.

Step 4) **School-Parent Compact**
A required field has not been filled in and saved.

Step 5) **Military Connected** skipped

Step 6) **Fee Acknowledgement** Completed 04/26/2019 8:49am

Guardian Name: GUARDIAN NAME Guardian Address:



(J.S. Morton East High School)

 J. S. Morton Online Registration was **successfully completed** and submitted to the district

[Go back to review completed steps](#)

[Mark J. S. Morton Online Registration as not completed and make changes](#)

Congratulations you have completed Online Registration

FEE ACKNOWLEDGMENT

This message is to notify you that at the the J. Sterling Morton High School district, student registration and technology fees are posted during the next school year. Although payment is NOT due at this time, students and parents should expect the following fees to be added to their account during the 2020-2021 school year.

Registration Fee Technology Fee

Please Note: if registration is completed after June 30th, a late registration fee of \$50.00 may also apply. Dependent on the class selection, programs, or activities, other fees not listed here may also apply.

By clicking submit, you acknowledge that you are aware of the registration and technology fees for late registration.

Step 10: Complete Registration

At any point during the Online Registration process, you may select “Close and Finish Later” to complete registration at another time.

This lists the required forms which have been completed and which optional steps have been skipped.

If all steps have a check mark and all steps are Completed with a date and time, select the Submit J.S. Morton Online Registration button.

After selecting the Submit J.S Morton Online Registration you will receive a “successfully completed” message.

Notes and Reminders:

You will need to complete the entire process for each returning student. Please remember not all steps will appear for every student as it is dependent on grade level. If the student is not linked to a family, please contact us and let us know so that the accounts can be consolidated. Be sure to select the proper school for each student.

District 201 has contracted with the CLEAR system to electronically verify home address (residency) for all students. Families who cannot be electronically verified will be contacted with directions to submit the required four proofs of residency.

It is important that phone, email and mailing addresses are updated in Skyward so that we may reach you.

Parents/Guardians may make appointments with each school's Parent Liaison for assistance with Online Registration.

- Morton Alternative: Linda Montejano – Parent liaison - (708)863-7900 Ext. 1117 - lmontejano@jasmorton.org
- Morton Alternative Secretary Erika Medina - (708) 222-3080 Ext. 4011 - emedina@jasmorton.org