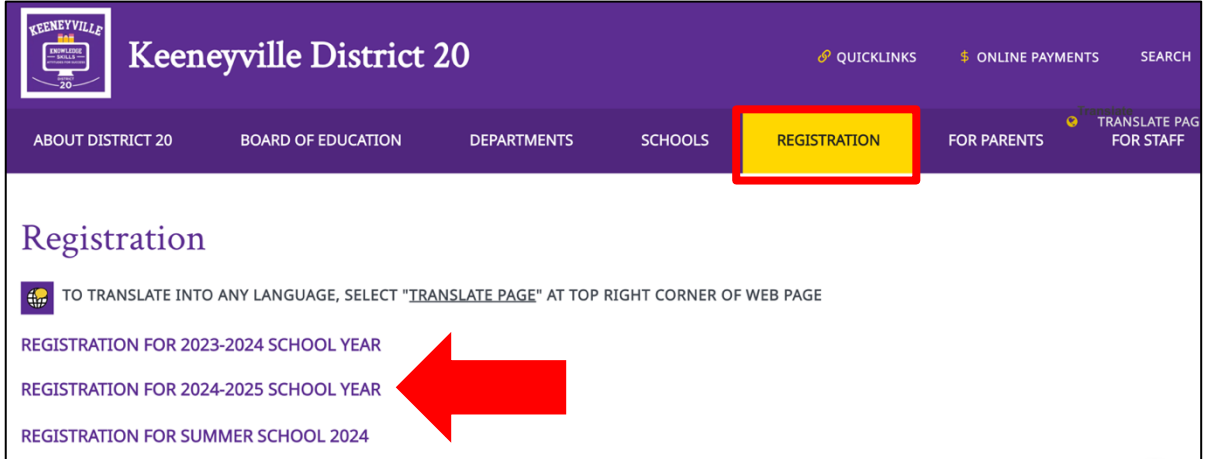


INSTRUCTIONS: ENROLL YOUR RETURNING STUDENT (K-8)



- ✓ Go to the District 20 website <https://www.esd20.org/> and select the **REGISTRATION** tab.
- ✓ Select **REGISTRATION FOR 2024-25 SCHOOL YEAR**



- ✓ Select the drop-down menu for enrolling your **RETURNING STUDENT K-8 (attended a D20 School previously)** and carefully follow the step-by-step instructions to ensure that your student is fully enrolled.

NOTE: An incoming Kindergarten student who attended ECC is considered a RETURNING STUDENT.



- ✓ Go to **SKYWARD FAMILY ACCESS** (<https://bit.ly/SkywardFamilyAccessLogIn>) to begin the online enrollment process. Skyward may be easily accessed from the district website under **QUICKLINKS → SKYWARD FAMILY ACCESS**

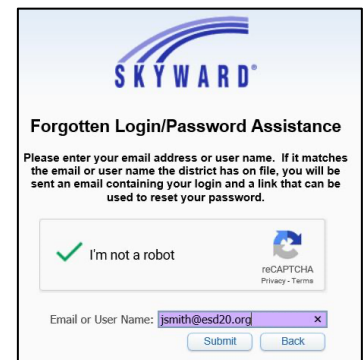
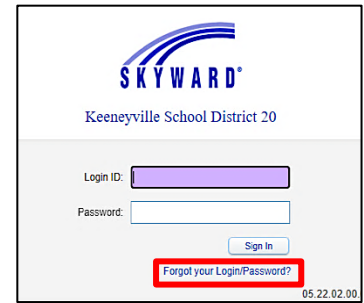


✓ **Log into Skyward**

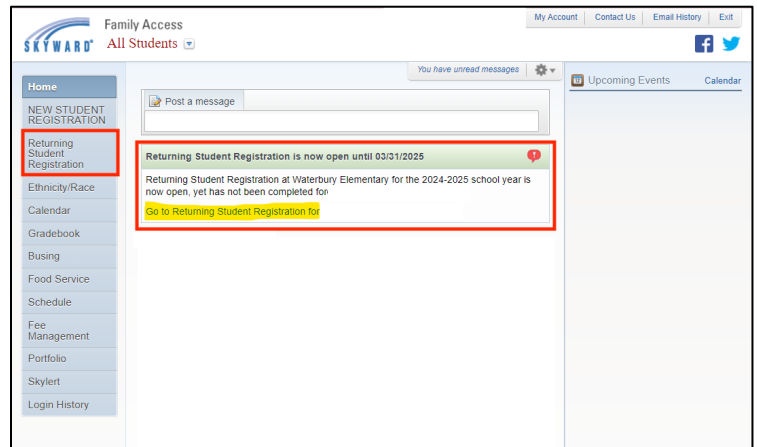
Returning families who already have a D20 account in Skyward Family Access may use that account to access Skyward. *If you need help, please contact your [school office](#) or email registration@esd20.org.*

Forgot your Login/Password? Allows you to request new account information sent to your email if you forgot password.

After clicking the Forgot your Login/Password link, the screen on the right will appear. Enter responses to requested CAPTCHA screens.



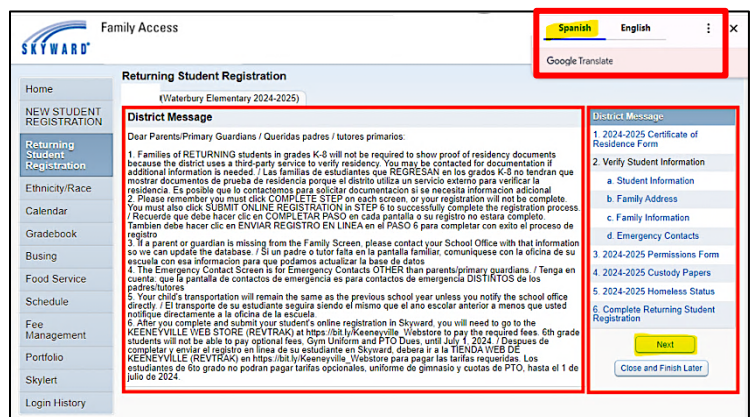
✓ From the Skyward Home Page, select the **RETURNING STUDENT REGISTRATION** tab on the left or click on **GO TO RETURNING STUDENT REGISTRATION** for your student in the messages.



✓ Read the **DISTRICT MESSAGE** to review important information and reminders for the registration process.

The list of steps to complete registration is listed on the right side.

You may want to use **Google Translate** on your device to translate into your preferred language.



- b) **FAMILY ADDRESS:** Verify that your address is correct and complete. Please contact your school office if your address has changed.

Click **COMPLETE STEP 2B AND MOVE TO STEP 2C**

- c) **FAMILY INFORMATION:** Verify that all parent/guardian phone numbers and email addresses are correct. Make changes as needed.

Click **COMPLETE STEP 2C AND MOVE TO STEP 2D**

- d) **EMERGENCY CONTACTS:** Verify that the emergency contact information is correct and make changes as necessary. Your student's three (3) emergency contacts must be someone *other than a parent/guardian listed in 2c*.

Click **ADD EMERGENCY CONTACT** as needed.

Click **COMPLETE STEP 2D AND MOVE TO STEP 3**.

STEP 3 – PERMISSION FORMS

This form will be auto populated with your responses from last school year (scroll to the right or VIEW FULL SCREEN to view complete form). Please review and update the information as needed for the 2024-25 school year.

After complete entire form, click **COMPLETE STEP 3 AND MOVE TO STEP 4**

Step 3. 2024-2025 Permissions Form (Required)

PERMISSIONS FORM / FORMULARIO DE PERMISOS

- In case of emergency, I give permission to call a doctor and/or arrange transportation to and treatment at the nearest hospital if such treatment seems indicated. / En caso de emergencia, doy permiso para que mi hijo sea fotografiado para su uso en el aula.
- I give permission for my student to take walking and bus field trips. / Doy permiso para que mi estudiante realice excursiones a pie y en autobús.
- I confirm that my student and I have signed the Technology Access Permission Form to abide by these terms. / Confirmando que mi estudiante y yo hemos firmado el Acuerdo de Internet y aceptamos seguir cumpliendo con estas terminaciones.
- I grant permission for my student to be photographed, videotaped, or sound recorded in educational activities. I also grant permission for my child to be photographed for use in the yearbook. / Doy permiso para que mi estudiante sea fotografiado, grabado en video o grabado en audio para que mi hijo sea fotografiado para su uso en el aula.
- I request the loan of textbooks to my student in accordance with the School Code. / Solicito el préstamo de libros de texto a mi estudiante de acuerdo con el Código Escolar.
- I give permission for the district to release my student's information to Lake Park High School 108 upon completion of 9th grade. / Doy permiso para que el distrito divulgue la información de mi estudiante a Lake Park High School 108 al finalizar el octavo grado. Distribuir para publicar información en 9th Semester.

PARENTS/GUARDIANS MUST NOTIFY THE SCHOOL HEALTH OFFICE OF ANY MEDICAL CONDITIONS, REQUIRED MEDICATIONS OR ALLERGIES TO FOOD OR DRUGS. ALL STATE REQUIRED IMMUNIZATIONS ACCORDING TO STATE LAW. CHOOSING YES AS THE ANSWER TO BOTH OF THE FOLLOWING QUESTIONS UNDERSTANDS THIS RESPONSIBILITY. LOS PADRES/TUTORES DEBEN NOTIFICAR A LA OFICINA DE SALUD DE LA ESCUELA SOBRE CUALQUIER CONDICIÓN MÉDICA, MEDICAMENTOS REQUERIDOS O ALERGIAS A ALIMENTOS O DROGAS. TODAS LAS VACUNAS Y EXÁMENES REQUERIDOS POR EL ESTADO DEBEN COMPLETARSE DE ACUERDO CON LA LEY ESTATAL. ELEGIR COMO LA RESPUESTA A LAS SIGUIENTES PREGUNTAS INDICA QUE ENTENDES ESTA RESPONSABILIDAD.

17. I am aware that if my student has a health condition or food allergy, I must contact the school health office. / Soy consciente de que, si mi estudiante tiene un problema de salud o alergia alimentaria, debo comunicarme con la oficina de salud de la escuela.

18. I am aware that my student must meet Illinois State law requirements for physical, dental and eye exams. / Soy consciente de que mi estudiante debe cumplir con los requisitos de la ley estatal de Illinois con respecto a exámenes físicos, dentales y de la vista.

19. I have read each of the provisions above. I understand that I am providing my legally binding consent to the District as set forth in each of those provisions for which I have selected "Yes". He leído cada una de las declaraciones anteriores. Entiendo que estoy proporcionando mi consentimiento legalmente vinculante a este Distrito como se establece en cada una de aquellas disposiciones para las cuales he seleccionado "SI".

Illinois law provides that a person who knowingly or willfully presents to any school district an untrue information regarding the readiness of a pupil for the purpose of enrolling that pupil to attend any school in that district without the payment of a nonresident tuition charge shall be guilty of a class C misdemeanor. (105 ILCS 5/18-26.12b). La ley de Illinois también establece que una persona que conoce o presenta intencionalmente a cualquier distrito escolar cualquier información falsa sobre la readiness de un alumno con el fin de permitirle asistir a cualquier escuela en ese distrito sin el pago de una matrícula de un residente será culpable de un delito menor de clase C. (105 ILCS 5/18-26.12b)

20. I have legal custody of the above student and I am a resident of Kenosha/Ville Elementary School District #209. / Tengo la custodia legal del estudiante mencionado anteriormente y soy residente del Distrito Escolar Primario #209 de Kenosha/Ville.

STEP 4 – CUSTODY PAPERS

Review and complete form (scroll to the right or VIEW FULL SCREEN to view complete form). If you have a custody agreement or other court order relating to your student, answer "yes" and provide documents to your school office. Otherwise, answer "no."

After complete entire form, click **COMPLETE STEP 4 AND MOVE TO STEP 5**

Step 4. 2024-2025 Custody Papers (Required)

CUSTODY PAPERS / DOCUMENTOS DE CUSTODIA

Have Custody Papers or Court Orders been issued for this child? / ¿Se han emitido documentos de custodia u órdenes judiciales para este niño?
 (If yes, the school office must have a current copy) / En caso afirmativo, la oficina de la escuela debe tener una copia actualizada.

CUSTODY PAPERS / DOCUMENTOS DE CUSTODIA

Have Custody Papers or Court Orders been issued for this child? / ¿Se han emitido documentos de custodia u órdenes judiciales para este niño?
 (If yes, the school office must have a current copy) / En caso afirmativo, la oficina de la escuela debe tener una copia actualizada.

STEP 5 – HOMELESS STATUS

Review and complete form (scroll to the right or **VIEW FULL SCREEN** to view complete form). If you are claiming your student as homeless, please select “yes.” Otherwise, answer “no.”

After complete entire form, click **COMPLETE STEP 5 AND MOVE TO STEP 6**

Step 5. 2024-2025 Homeless Status (Required)
As a parent/guardian, if you claim this student as homeless please select yes.
Your child may qualify for additional services-please contact the district's McKinney-Vento Liaison, Colleen Flores, at 630-894-4017 for more information.

hogar
is student as homeless or attending school in the student's former home Department of Children and Family Services. / Como padre tutor, reclamo que este estudiante no tiene hogar o asiste a la escuela en su antiguo lugar de residencia. distrito según la determinación del Departamento de Servicios para Niños y Familias.

Additional services-please contact the district's McKinney-Vento Liaison, Estefania Bravo, at 630-894-4017 for more information. / Su hijo puede calificar para servicios adicionales; comuníquese con la coordinadora de familia de McKinney-Vento del distrito, Estefania Bravo, al 630-894-4017 para obtener más información.

View Full Screen

Complete Step 5 and move to Step 6

2024-2025 Homeless / Sin hogar

As a parent/guardian, I claim this student as homeless or attending school in the student's former home Department of Children and Family Services. / Como padre tutor, reclamo que este estudiante no tiene hogar o asiste a la escuela en su antiguo lugar de residencia. distrito según la determinación del Departamento de Servicios para Niños y Familias.

Your child may qualify for additional services-please contact the district's McKinney-Vento Liaison, Estefania Bravo, at 630-894-4017 for more information. / Su hijo puede calificar para servicios adicionales; comuníquese con la coordinadora de familia de McKinney-Vento del distrito, Estefania Bravo, al 630-894-4017 para obtener más información.

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Complete Step 5 and move to Step 6

STEP 6 – SUBMIT RETURNING STUDENT REGISTRATION

Review the checklist of required steps for enrolling your Returning Student. Confirm Steps 1-5 have been completed and click **SUBMIT RETURNING STUDENT REGISTRATION** to finalize the online registration process in Skyward.

You will receive a message in Skyward that your Returning Student Registration was successfully completed and submitted to the district.

In order to complete your student's enrollment, you must complete STEP 7: PAYMENT OF FEES (see below).

Step 7. Complete Returning Student Registration (Required)
By completing Returning Student Registration, you are confirming that the Steps below have been finished. Are you sure you want to complete Returning Student Registration for Andrea?

Review Returning Student Registration Steps

Step	Task	Status	Completed
Step 1)	Certificate of Residence Form	Completed	04/25/2024 11:41am
Step 2)	Verify Student Information	Completed	04/25/2024 11:41am
Step 3)	Make a Fee Payment	Completed	04/25/2024 12:14pm
Step 4)	Permissions Form	Completed	04/25/2024 12:14pm
Step 5)	Custody Papers	Completed	04/25/2024 12:14pm
Step 6)	Homeless Status	Completed	04/25/2024 12:14pm

Submit Returning Student Registration

Returning Student Registration was successfully completed and submitted to the district for Andrea on Thu Apr 25, 2024 12:22pm by

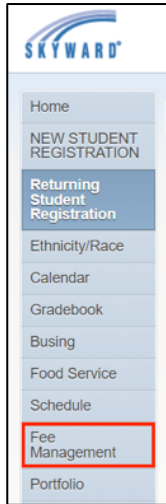
[Go back to review completed steps](#)

STEP 7 – PAYMENT OF FEES

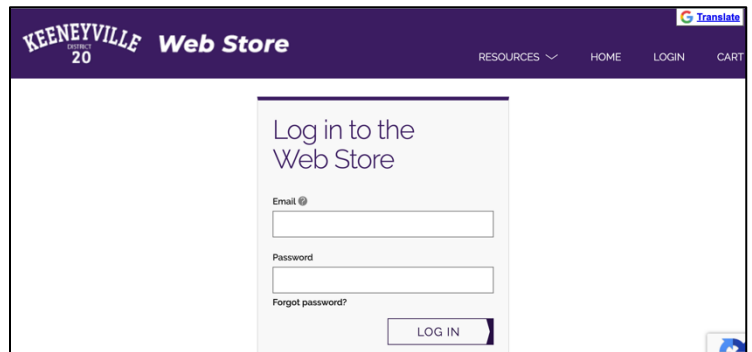
To complete your student's enrollment, you must go to the [Keeneyville Webstore \(RevTrak\)](https://bit.ly/Keeneyville_Webstore)

https://bit.ly/Keeneyville_Webstore to submit online payment of required fees for 2024-25. Please contact your school or district office if you would like information about payment plans or fee waivers.

In Skyward, click **FEE MANAGEMENT** tab in the left side menu and select **MAKE A PAYMENT** to be sent directly to the Webstore. You may also access the Webstore by following the link above or going to the district website and clicking the **\$ ONLINE PAYMENT** button at the top of the webpage.



If you have used the Webstore previously, enter your email address and password. Click Create New Account if you are a new user.



In the Webstore, click **PURCHASE FEES** and required and optional fees will appear. Select **REQUIRED FEES** and click **ADD SELECTED TO CART**. If you would like to add optional fees at this time, you may add those fees to your cart from the optional area at the bottom of the screen. Verify all items in your cart and select **CHECKOUT** (bottom right).

For instructions on making payments in the Webstore, go to <https://bit.ly/D20WebstorePaymentGuide>.

You must complete ALL 7 STEPS above to ensure that your student's enrollment for 2024-25 is complete. Please contact your school office or district office if you have any questions or concerns.