2025-2026

INSTRUCTIONS: HOW TO ENROLL YOUR RETURNING STUDENT (K-8)



✓ Go to the District 20 website <u>https://www.esd20.org/</u> and select the **REGISTRATION** tab.

✓ Select REGISTRATION FOR 2025-2026 (Next School Year)

Keene	eyville District 20)	🔗 QUICKLIN	NKS \$ ONLINE PAYME	ENTS SEARCH 📀	Translate TRANSLATE PAGE
ABOUT DISTRICT 20	BOARD OF EDUCATION	DEPARTMENTS	SCHOOLS	REGISTRATION	FOR PARENTS	FOR STAFF
Registration TO TRANSLATE INTO AN REGISTRATION FOR 20 REGISTRATION FOR S	IY LANGUAGE, SELECT " <u>TRANSLAT</u> 024-2025 (Current School Ye 0 <mark>25-2026 (Next School Year)</mark> UMMER SCHOOL (Summer 2	e page" at top right (ar)	CORNER OF WEB P	AGE		

✓ Select your child's grade level (Preschool, Kindergarten, or Grades 1-8)

Register EARLY!			SCHOOL YEAR 2025-26 REGISTRATION
The district is upgrading to a new ve	ersion of Skyward this summer, and EAF	RLY REGISTRATION is essential to	Opens March 3 ALL GRADES PK-8
ensure a smooth transition for your soon as possible!	student's enrollment. We ask that you	please <u>complete registration</u> as	Important: Register Fary The Status School Year The Status School Year and early registration is assentia your student school School Year Owner School Year
EARLY BIRD DISCOUNT \$50 off the 9 30.	150 registration fee will be available fo	r registrations completed by April	RAFLE PRIZES IN the backward for the state of the state o
Students (PK - 8) who have complet	ed their registration will be entered in N	/ONTHLY RAFFLE DRAWINGS to be	NEW Registration Schedule!
held at the end of each month, Mar	ch through May. <i>Prizes to be announce</i>	ed in March.	Mark Your Calenda
REGISTRATION OPENS MONDAY, M	ARCH 3, 2025		Winddreidy: February 12 © 60m Greenbook & Wathstory: Elementary Sir REGISTRATION OPENS FOR ALL OF
Mara information and instructions	coming soon.		Laberty Electo Discourt 50 OFF Registration Free per Studie If complete registration by April 30
wore information and instructions			Thank you for completing registration to help us prepare for a successful scheduler Proof of Residency (new families only) & Bas instructions can be found on our web
wore mormation and instructions			WWW.ESD20.ORG/REGISTRATI
PRESCHOOL	KINDERGARTEN	GRADES 1-8	

✓ Select the drop-down menu to enroll 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.

Follow each step carefully to ensure that your student is fully enrolled. If you have any questions, please contact your school office or email <u>registration@esd20.org</u>.

NOTE: An incoming Kindergarten student who attended DISTRICT 20'S EARLY CHILDHOOD CENTER is considered a <u>RETURNING STUDENT</u>.

TO TRANSLATE INTO ANY LANGUAGE, SELECT " <u>TRANSLATE PAGE</u> " AT TOP RIGHT CORNER OF WEB PAGE	1
Register EARLY!	
The district is upgrading to a new version of Skyward this summer, and <u>EARLY REGISTRATION</u> is essential to ensure a smooth transition for your student's enrollment. We ask that you please <u>complete registration</u> as soon as possible!	
EARLY BIRD DISCOUNT \$50 off the \$150 registration fee will be available for registrations completed by April 30.	
Students (PK - 8) who have completed their registration will be entered in MONTHLY RAFFLE DRAWINGS to be held at the end of each month, March through May. Prizes to be announced in March.	
REGISTRATION OPENS MONDAY, MARCH 3, 2025 More information and instructions coming soon.	
Registration for School Year 2025-2026 (NEXT SCHOOL YEAR)	1
ENROLL YOUR NEW STUDENT K-8 (did not attend a D20 School previously)]
ENROLL YOUR RETURNING STUDENT K-8 (attended a D20 School previously)	
	C

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

	D20 Communication Center Click Here							
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ABOUT DISTRICT 20	BOARD OF EDUCATION	DEPARTMENTS	SCHO	Registration	FOR P			
			-/	Skyward Family Access ParentSquare				

✓ Log into Skyward

<u>RETURNING FAMILIES</u> who already have a D20 account in Skyward Family Access (for older siblings) may use that account and log-in credentials to access Skyward.

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

After clicking the Forgot your Login/Password link, the screen on the right below will appear. Enter responses to requested CAPTCHA screens. Guardians should use the email when they requested their account. Login ID

Passwort:

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Email or User Name: jsmith@esd20.org

Submit

× Back

 From the Skyward Home Page, select the RETURNING STUDENT REGISTRATION tab from the left side menu, 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 menu.

You may want to use <u>Google Translate</u> (top right corner) on your device to translate into your preferred language.



STEP 1 - CERTIFICATE OF RESIDENCE FORM

All families (K-8) must complete the **CERTIFICATE OF RESIDENCE FORM** confirming their current address in the district (*scroll to the right or VIEW FULL SCREEN to view complete form*).

NOTE: Returning Families do <u>not</u> need to submit proof of residency documents. The district uses a thirdparty service to verify residency in district boundaries to lessen the burden for our families. A returning family will be contacted if additional information is needed to verify your residency. Families will not be able to complete registration until the required residency documentation is provided.

After completing the entire form, click COMPLETE STEP 1 AND MOVE TO STEP 2A



STEP 2 – VERIFY STUDENT INFORMATION

a) STUDENT INFORMATION: Review your student's information and update home phone, alternative numbers, home email as necessary. This information will update in ParentSquare as well.

Mark the **Military** box if your student is connected to a current active duty military parent/guardian.

Click COMPLETE STEP 2A AND MOVE TO STEP 2B

Home	Returning Student Regist	ration		
NEW STUDENT REGISTRATION Returning Student Registration	Step 2a. Verify Student In (Required) Dear Parents/Guardians: If there is a guardian missing for update this information. Thank soul	formation: Student Inform	nation address you must contact your school	Undo District Message 1. 2024-2025 Certificate of Residence Form 2. Verify Student Information
Ethnicity/Race Calendar	Estimados padres/tutores: Si falta un tutor de la Familia 1, o actualizar esta informacion. IGracias!	si tiene una nueva direccion, d	abe comunicarse con la oficina de su es	scuela para c. Family Address c. Family Information
Gradebook Busing	General Information			d. Emergency Contacts 3. 2024-2025 Permissions Forr
Food Service	Last.		Suffix:	4. 2024-2025 Custody Papers 5. 2024-2025 Hampiese Status
Schedule Fee	Birthday:+ Other Name:		Gender:	6. Complete Returning Student Registration
Management Portfolio	🖬 Do you h	ive internet access?	0.00	Previous Step Next Step
Skylert	Military C	ive a device to access eLearnin onnected 💽	g material?	Close and Finish Later
Login History	Home Phone	Ext		

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

Home	Returning Student Registration	
NEW STUDENT REGISTRATION	Step 2c. Verify Student Information: Family Information Unds (Required)	District Message
Returning Student Registration	Dear Parents/Guardians. If there is a guardian missing from Family 1, or if you have a new address you must contact your school office to update this information.	2. Verily Student Information
Registration	Thank you!	a. Student Information
Ethnicity/Race	Estimados padres/tutores:	b. Family Address
Calendar	Si falta un tutor de la Familia 1, o si tiene una nueva direccion, debe comunicarse con la oficina de su escuela para actualizar esta informacion.	c. Family Information
Gradebook	(vracias)	d. Emergency Contacts
Busing	Family Options	3. 2024-2025 Permissions For
Food Sonico	Receive a Paper Copy of Report Card	4. 2024-2025 Custody Papers
rood Service	Guardian -	5. 2024-2025 Homeless Status
Schedule	Number: Primary Phone:	6. Complete Returning Student
Fee	Name:	Registration
management	Custodial Contidential Clong Distance	Previous Step Next Step
Portfolio	Cell v	Close and Finish Later
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Login History	Home Email:	
	Guardian Number: 2 Cell 👻	
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	Relationship	
	Employer	
	endersheet and	

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.

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Skylert Comment:	Portfolio	relationship.	
	Skylert	Comment:	Close and Finish Later
Login History A	Login History	8	

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 next school year.

After completing the entire form, click COMPLETE STEP 3 AND MOVE TO STEP 4



STEP 4 – CUSTODY PAPERS

Review and complete the 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 <u>provide</u> documents to your school office. Otherwise, answer "no."

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



STEP 5 – HOMELESS STATUS

Review and complete the 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." If you have questions, please contact the district's McKinney-Vento Liaison, Estafania Bravo at 630-894-4017.

After completing the entire form, click **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.

NOTE: To complete enrollment, you must complete STEP 7: PAYMENT OF FEES (see instructions below).

SKYWARD' Fa	imily Access My Account Contact Us Ext
Home NEW STUDENT REGISTRATION Roturning Student Registration	✓ Returning Student Registration was successfully completed and submitted to the distict for Andeae on Thu Apr 25, 2024 12 22pm by Go back to review completed steps
Ethnicity/Race	
Calendar	
Gradebook	
Busing	
Food Service	
Schedule	
Fee Management	
Portfolio	
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Login History	

Home	Returning Student Registration		vint
NEW STUDENT	Step 7. Complete Returning Student Registration	(Required)	District Message
Returning	By completing Returning Student Registration, you are confirmin Are you sure you want to complete Returning Student Registrat	ng that the Steps below have been finished. tion for Andrea?	1. Certificate of Residence Form
tegistration	Review Returning Student Registration Steps Step 1) Certificate of Residence Form Step 2) Varify Student Information	Completed 04/25/2024 11:41am	2. Verify Student Information Completed 04/25/2024 11:41am
Calendar	No Requested Changes exist for Step 2.	Company of Large 11 dam	a. Student Information
mdebook	Step 3) Make a Fee Payment	Completed 04/25/2024 12:14pm	Jb. Family Address
MALEDOOK	Step 4) Permissions Form Step 5) Custody Papers	Completed 04/25/2024 12:14pm Completed 04/25/2024 12:14pm	C. Family Information
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ikylert			6. Homeless Status Completed 04/25/2024 12 14pm
ogin History	·		7. Complete Returning Stud Registration

STEP 7 – PAYMENT OF FEES

To complete your student's enrollment, you must go to the <u>KEENEYVILLE WEBSTORE (REVTRAK)</u> <u>https://bit.ly/Keeneyville_Webstore</u> 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 the **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 PAYMENTS** button at the top of the webpage.

Home NEW STUDENT REGISTRATION Returning Student Registration	Kee	eneyville District	20		🔗 QUICKLINKS	\$ ONLINE PAYMEN	VTS
Ethnicity/Race	ABOUT DISTRICT 20	BOARD OF EDUCATION	DEPARTMENTS	SCHOOLS	REGISTRATION	FOR PARENTS	TRANSLATE PAGE FOR STAFF
Calendar							
Gradebook							
Busing							
Food Service							
Schedule							
Fee Management Portfolio							

If you previously used the Webstore, enter your email address and password.

Click Create New Account if you are a new user.

KEENEYVILLE Web Store	RES	ources \sim	HOME	CART
Log in to Web Stor	the re			

In the Webstore, click **PURCHASE FEES**, and required and optional fees will appear. Select **REQUIRED FEES** and click **ADD SELECTED TO CART**. If you want to add optional fees now, 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 how to make payments in the webstore, go to <u>https://bit.ly/D20WebstorePaymentGuide</u>.

You must complete <u>ALL 7 STEPS</u> above to ensure that your student's enrollment for next school year is complete. Please contact your school office or district office for help.