

Online Registration

J. Sterling Morton East High School 2025-2026

Online Registration Overview



- Complete Online Registration through Skyward Family Access
- Required for all students new and returning
- Enter/edit student and guardian information
- Complete required forms, such as:
 - School-Parent Compact
 - Student Health Form
 - Acceptable Use Policy Agreement



For questions regarding Online Registration, contact your child's school.

East	West Freshman Cente		Alternative School
Assistant Registrar	Assistant Registrar	Assistant Registrar	Principal's Secretary
Yolanda Pineda	Yolanda Martinez	Yolanda Pineda	Erika Medina
ypineda@jsmorton.org	<u>ymartinez@jsmorton.org</u>	ypineda@jsmorton.org	<u>emedina@jsmorton.org</u>
(708) 780-4000 ext. 2327	(708) 780-4100 ext. 3042	(708) 780-4000 ext. 2327	(708) 222-3080 ext. 4011
Parent Liaison	Parent Liaison	Parent Liaison	Parent Liaison
Joshua Galvan	Araceli Torres-Proa	Vanessa Camacho	Vanessa Camacho
jgalvan@jsmorton.org	<u>atorres-proa@jsmorton.org</u>	<u>vcamacho@jsmorton.org</u>	<u>vcamacho@jsmorton.org</u>
(708) 780-4000 ext. 2009	(708) 780-4100 ext. 3067	(708) 863-7900 ext. 1117	(708) 863-7900 ext. 1117



Part 1

Navigating Online Registration

Let's Get Started!



Log in to <u>Skyward</u> with your login ID and password.

From the Family Access homepage:

- 1. Click the tab labeled East Online Registration 2025-2026.
- 2. From the popup, click your **student's name**.

(If you have more than one student, you must complete registration for each individually.)

	You have unre	ead
Home		
East Online Registration	J.S. Morton East High School	d
2025-2026	Welcome to J.S. Morton Online Registration for the 2025-2026 school year! By taking advantage of Online	р
Calendar	Registration, your days of waiting in long lines are over.	Ц
Gradebook	STU 1 2025-2026	nı
Attendance	STU 3	E
Student Info	2025-2026	te
Food Service	View History View Unread Denials	3
Ophophula		

Registration Steps



The right-hand menu lists the steps you need to complete.

The number of steps depends upon your student's grade level. **You may not see 10**, as pictured here.

You must complete **every step on your list** to complete Online Registration.

Homo	East Online Registration 2025-2026	
nome	STU 1 (J.S. Morton East High School 2025-2026)	
East Online Registration	District Message	District Message
2025-2026	Welcome to J.S. Morton Online Registration for the 2025-2026 school year! By taking advantage of Online	1. Verify Student Information
Calendar	Registration, your days of waiting in long lines are over.	a. Student Information
Gradebook		b. Family Address
Attendance		c. Family Information
Otudent lafe		d. Emergency Information
Student Inio		e. Emergency Contacts
Food Service		f. Health Information
Schedule		2. Student Health Form
Discipline		3. Sibling Information
Test Scores		4. Acknowledgment Form
Foo		5. School-Parent Compact
Management		6. Military Connected
Activities		7. ACT Consent
Student Services		8. Document Uploads
		9. Fee Acknowledgment
Requirements		Registration 2025-2026
Conferences		Next
Academic History		Close and Finish Later
Portfolio		
Health Info		
Login History		

Registration Steps



As you click through each step, the center of your screen populates with information currently in your student's file.

You can update **some**, but not all, information.

Fields marked with an asterisk (*) are **required**.

Home	East Online Registration 2025-2026
East Online Registration 2025-2026	Step 1a. Verify Student Information: Student Information Undo District Message (Required) 1. Verify Student Information
Calendar	General Information a. Student Information
Gradebook	* First: STU 1 Middle: b. Family Address
Attendance	*Last: TEST Suffix: c. Family Information
Student Info	Birthday: 01/01/2007 Gender: Male 🗸
	Other Name: e. Emergency Contacts
Food Service	Language: ENGLISH Race: f. Health Information
Schedule	Do you have internet access?
Discipline	Do you have a device to access eLearning material?
Test Scores	Method of 4. Acknowledgment Form
	Home Phone: 708-555-5555 Ext
Management	6. Military Connected
Activities	School Email: studesam002@jsmorton.org Home Email: 7. ACT Consent
Student Services	Birth County: 9 Fee Acknowledgment
Graduation Requirements	Birth State: Image: Complete East Online Registration 2025-2026
Conferences	Previous Step Next Step
Academic History	Allow Publication of Student's Name for: ? Close and Finish Later
Portfolio	District: Yes > Media: No >
Health Info	
Login History	Complete Step 1a Only Complete Step 1a and move to Step 1b
	(*) Indicates a required field.

Translating a Step

Most steps can be

translated into Spanish

by clicking a button at the top of the page.

For steps without a translate button, use the translate feature built into your **browser**.





Completing a Step



When you finish a step,click one of theComplete buttons at thebottom of the page.

Completed steps will receive a **green check mark** in the right-hand menu.

0000	East Online Registration 2025-2026	
one	STU 1 (J.S. Morton East High School 2025-2026)	
ast Online egistration 025-2026	Step 1a. Verify Student Information: Student Information Undo	District Message
alendar	General Information	a Student Information
	* First STI 1 Middle	h Family Address
radebook	*Last TECT Cuffy	c. Family Information
ttendance		d Emergency Information
tudent Info	Birthday: 01/01/2007 Gender: Male V	e Emergency Contacts
ood Service	Other Name:	f. Health Information
	Language: ENGLISH Race:	2. Student Health Form
chedule	Do you have internet access?	2. Student Health Form
iscipline	Do you have a device to access eLearning material?	3. Sibling Information
est Scores	Method of v	4. Acknowledgment Form
20	Home Phone: 708-555-5555 Ext:	5. School-Parent Compact
anagement		6. Military Connected
ctivities	School Email: studesam002@jsmorton.org Home Email:	7. ACT Consent
tudent Services	Birth County:	9. Fee Acknowledgment
raduation	Birth State:	10. Complete East Online
equirements	Birth Country:	Registration 2025-2026
onferences		Previous Step Next Step
cademic History	Allow Publication of Student's Name for: ?	Close and Finish Later
ortfolio	District: Yes V Media: No V	
ealth Info		
ogin History	Complete Step 1a Only Complete Step 1a and move to Step 1b	
	(*) Indicates a required field.	

Editing a Step



You can **edit** a step even after marking it complete.

Select the step from the right-hand menu, then click the **Edit** button at the bottom of the screen.

When you finish editing, make sure to mark the step complete once again.

lomo	East Online Registration 2025-2026				
lome	STU 1 (J.S. Morton East High School 2025-2026)				
ast Online legistration	Step 1a. Verify Student Information: Student Information	District Message			
025-2026	(Required)	1. Verify Student Information			
alendar	General Information	🗸 a. Student Information			
Gradebook	* First: STU 1 Middle:	b. Family Address			
ttendance	*Last: TEST Suffix:	c. Family Information			
	Birthday: 01/01/2007 Gender: Male V	d. Emergency Information			
student Info	Other Name:	e. Emergency Contacts			
ood Service	Language: ENGLISH Race:	f. Health Information			
schedule	Do you have internet access?	2. Student Health Form			
Discipline	Do you have a device to access eLearning material?	3. Sibling Information			
est Scores	Method of	4. Acknowledgment Form			
	Home Phone: 708-555-5555	5. School-Parent Compact			
ee lanagement		6. Military Connected			
ctivities		7. ACT Consent			
		8. Document Uploads			
tudent Services	Birth County:	9. Fee Acknowledgment			
Graduation	Birth State:	10. Complete East Online Registration 2025-2026			
equirements	Birth Country:				
Conferences	Allow Publication of Student's Name for:	Previous Step Next Step			
cademic History	Military Voc v	Close and Finish Later			
Portfolio	District: Yes v Media: No v				
lealth Info					
ogin History	Edit Step 1a				

Pausing the Process



You **do not** need to complete every step in one sitting.

If you need to pause, click **Close and Finish Later** in the bottom right corner.

To ensure all your information is saved, **complete** your current step before closing Skyward.

lomo	East Online Registration 2025-2026	
Tome	STU 1 (J.S. Morton East High School 2025-2026)	
ast Online Registration	Step 1a. Verify Student Information: Student Information	District Message
2025-2026	(Requirea)	1. Verify Student Information
Calendar	General Information	√a. Student Information
Gradebook	* First: STU 1 Middle:	b. Family Address
Attendance	*Last: TEST Suffix:	c. Family Information
Student Info	Birthday: 01/01/2007 Gender: Male 🗸	d. Emergency Information
	Other Name:	e. Emergency Contacts
Food Service	Language: ENGLISH Race:	f. Health Information
Schedule	Do you have internet access?	2. Student Health Form
Discipline	Do you have a device to access eLearning material?	3. Sibling Information
Test Scores	Method of	4. Acknowledgment Form
-	Home Phone: 708-555-5555 Ext	5. School-Parent Compact
-ee Management		6. Military Connected
Activities		7. ACT Consent
AUTVILLES	School Email: studesam002@jsmorton.org Home Email:	8. Document Uploads
Student Services	Birth County:	9. Fee Acknowledgment
Graduation	Birth State:	10. Complete East Online Registration 2025-2026
Requirements	Birth Country:	
Conferences	Allow Dublication of Odudentia Name for D	Previous Step Next Step
Academic History	Allow Publication of Student's Name for:	Close and Finish Later
Portfolio	District: Yes V Media: No V	
Health Info		
ogin History	Edit Step 1a	



Part 2

Step-by-Step Walkthrough

1a. Student Information

Verify that all prepopulated information is correct.

Correct any errors you can. For errors you can't correct (e.g. Birthday), contact your school's office.

Field Instructions:

- Other Name: If your student goes by a nickname (e.g. Chris for Christopher), enter it here.
- Home Phone: Enter your or another guardian's cell phone number.

Step 1a. Verify Student Information: Student Information (Required)				
General Informat	ion			
* First:	STU 1	Middle:		
* Last:	TEST	Suffix:		
Birthday:	01/01/2007	Gender:	Male ~	
Other Name:				
Language:	ENGLISH	Race:		
	Do you have internet access?			
	Do you have a device to access	s eLearning material?	?	
Home Phone:	555-555-5555 Ext:			
~	Ext:			
School Email:	studesam002@jsmorton.org	Home Email:		
Birth County:				
Birth State:			~	
Birth Country:				
Allow Publication	n of Student's Name for: ?			
Military: Ye	es ✔ Highe	r Ed: Yes 🗸	Public: Yes 🗸	
District: Ye	es 🗸 M	edia: No 🗸		



1b. Family Address



Verify or update your current address.

Field Instructions:

- **Street Name:** Start typing your street name, then select the appropriate choice from the dropdown (see example below).

Step 1b. Verify Student Information: Family Address (Required)	Undo Undo Change Requests
Address Preview Address	
Street Number: 5500 Street Dir: W Str	reet Name: 22nd s
SUD: APT ~ #: 2	P.O. Box: 22ND ST
Address 2:	22ND STREET
Zip Code: 60804 Plus 4:	City/State: CICERO, IL
Complete Step 1b Only Complete	te Step 1b and move to Step 1c

1c. Family Information



Verify or update your personal information.

Field Instructions:

- Primary Phone: Enter a cell phone number.
- **Relationship:** Start typing your relationship to your student, then select the appropriate choice from the dropdown (see example below).

Step 1c. Verify Student Information: F (Required)	Tamily Information Undo Undo
Guardian 1 Number: 1 Name: GUARDIAN NAME Custodial Relationship: MO Home Email: MOTHER	Primary Phone: (555) 555-5555 Ext: V Ext:
Complete Step 1c Only	Complete Step 1c and move to Step 1d

1d. Emergency Information



Verify or update your child's emergency information.

Field Instructions:

- Insurance: Enter your provider name (e.g. Blue Cross Blue Shield).
- **Policy:** Enter your member/subscriber ID.

Step 1d. Verify Student Information: Emergency Information (Required)		
Critical Alert Information		Last Name, First
	Physician:	Lewis, Mary
	Dentist:	Wooley, Bryan
	Hospital:	La Grange Hospital
	Insurance:	Blue Cross Blue Shield
	Policy:	XDP513669724
Complete Step 1d Only	Comple	ete Step 1d and move to Step 1e

1e. Emergency Contacts



Verify or update your child's emergency contacts.

Parents/guardians cannot serve as emergency contacts. Provide up to 3 additional people who can be contacted if a parent/guardian is unavailable during an emergency.

Field Instructions:

 Pick Up: This field defaults to Yes, meaning the contact has permission to pull your student out of school. If you do not want to grant this permission, select No.

Step 1e. Verify Student Inforn <mark>(Required)</mark>	ation: Emergency Contacts
	Add Emergency Contac
Contact Number: 1	Primary Phone: (555) 555-5555 Ext:
First: GUARDIAN	Ext:
Middle:	Ext:
Last: NAME	Pick Up: Yes V
Relationship: MOTHER	Yes
Comment:	No
Complete St	p 1e Only Complete Step 1e and move to Step 1f

1f. Health Information



Verify or update your child's health information.

If you have filled out this form in the past, your prior responses will appear below each field.

Step 1f. Verify Student Information: Health Information (Required) Undo				
Health Problems:				
	GUARDIAN NAME 02/14/2024 1:25 PM			
Allergy Notes:				
	GUARDIAN NAME 02/14/2024 1:25 PM			
	2	10		
Medication Notes:				
	GUARDIAN NAME 02/14/2024 1:25 PM			
	3	li		

2. Student Health Form



If you have never completed a Student Health Form for your student, a popup will ask if you would like to complete one now. Click **Yes**.

If you completed a Student Health Form for a previous year's registration, select the form and click **Edit**.





2. Student Health Form



Verify or update your child's health information.

This form allows you to provide a **more detailed health record** than you did in the previous step.

If you answer **Yes** to answer to a question, please add a comment with additional context.

STUDENT HEALTH RECORD

Does your child have any of the following medical conditions? If **YES**, please add a comment with additional context (e.g. list of medications with dosage, dates of major surgeries, etc.).

Medical Condition	Yes/No	Comment
Allergies	~	
Medications	~	
Asthma	~	
Birth Defects	~	
Developmental Delay	~	
Tuberculosis (disease or positive skin test)	~	

3. Sibling Information



This form links your child to their siblings in the district, allowing you to view them all from **one parent/** guardian Skyward account.

If your child has siblings that attend **any school in the J. Sterling Morton District**, enter their full name and Morton ID#.

If your child **does not** have siblings in the J. Sterling Morton District, leave this form **blank**.

SIBLING INFORMATION

For the student listed above, please enter the name and ID number of any siblings that attend a school in J. Sterling Morton High School District 201. This information will be used to link students and families within the Skyward system. If the student does not have any siblings within the District, leave the fields blank and continue onto the next step.

NOTE: A Morton ID# has exactly 6 digits.



4. Acknowledgment Form



This form outlines various district policies, such as those involving the Student/Parent Handbook.

You must complete a **new** Acknowledgment Form every year. Click Add to start a new form.

The form has **multiple sections**, each of which **requires a signature**.

				K Z	View Full Screen
Date Created 🔻	Time Created	AUP Date	AUP Date spa	Date of /	Add
05/31/2022	12:10 pm	05/31/2022	05/31/2022	05,	Edit
06/24/2020	2:27 pm	05/31/2022	05/31/2022	05,	Delete
					Delete

ACKNOWLEDGMENT OF HANDBOOK RECEIPT

The Student/Parent Handbook is an online document and can be accessed anytime at <u>this link</u> or by navigating the <u>district website</u>. It is understood that not all households have access to internet. For those families who do not have internet access, a hard-copy of the handbook can be obtained from the student's school office. **IT IS THE RESPONSIBILITY OF THE PARENT OR STUDENT TO OBTAIN THE STUDENT/PARENT HANDBOOK FROM THE STUDENT'S SCHOOL OFFICE.** Please read this acknowledgment and answer the following questions.

I/We agree to access the Student/Parent Handbook through the J. Sterling Morton High School District 201 website:

I/We we would like a hard-copy of the Student/Parent Handbook. I/We acknowledge that we are responsible for picking it up in our student's

school office:

5. School-Parent Compact



You must complete a **new School-Parent Compact** every year. Click **Add** to start a new form.

Read through the form, then provide your **signature**.

				K X	View Full Screen
Date Created 🔻	Time Created	AUP Date	AUP Date spa	Date of /	Add
05/31/2022	12:10 pm	05/31/2022	05/31/2022	05,	Edit
06/24/2020	2:27 pm	05/31/2022	05/31/2022	05,	Delete
					Delete

School-Parent Compact

J. Sterling Morton High School District 201 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.

- 1. 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.





This form is used to identify students with family in the **military**.

If you answer **yes** to the first question, complete the table that follows.

If you answer **no** to the first question, leave the table blank.

MILITARY CONNECTED FORM

Is a legal guardian of your student a member of the Armed Forces or National Guard on full-time training duty, or active military service?

If YES, complete the table below. If NO, leave the table below blank.

FAMILY INFORMATION

List any legal guardians who are connected to the US military. A legal guardian is a person who has the legal authority to care for the property and personal interest of a child.

Relationship to Student	Date Enlisted	Branch	Status
		~	~
		~	~
		~	~

7. ACT Consent



Your child will take **at least one** ACT assessment this school year (PreACT, ACT, etc.).

If your student receives test accommodations, the district needs to share their information with ACT for them to receive those accommodations on ACT assessments.

If you **consent** to share your student's information, sign and date the form.

If you **do not consent** to share your student's information, leave this form blank.

Consent to Release Information to ACT

Your child will participate in ACT and/or PreACT testing this school year. If your child receives testing accommodations due to their Individualized Education Program (IEP), 504 Plan, or English Learner (EL) status, the District will need to share documentation with ACT for your child to receive those accommodations. The purpose of this form is to authorize the District to share relevant records with ACT.

I give consent for the District to share my child's information with ACT: Yes 🗸		
Parent/Guardian Signature:	Test Parent	Date:
01/23/25		~

This form allows you to upload required documents.

This form is only required for incoming freshmen and new students. It may not appear to returning students.

Only upload PDF documents.

Residency proofs are required for all incoming freshmen and March/April which indicates if this is required for your student) submit your residency proofs here.

Se requieren pruebas de residencia para los estudiantes entri correo de marzo/abril que indica si esto es necesario para su residencia aqui.





Residency Proof



District 201 has contracted with the CLEAR system to electronically verify residency.

Families who cannot be electronically verified will be contacted with directions to submit proof of residency.

If you need to submit proof of residency, you must upload four documents from specific categories. **See the next slide for an overview of each category.** Residency proofs are required for all incoming freshmen and a March/April which indicates if this is required for your student) submit your residency proofs here.

Se requieren pruebas de residencia para los estudiantes entri correo de marzo/abril que indica si esto es necesario para su residencia aqui.



Residency Proof



	Category A	Category B	Category C
Required Number	• 1 document	• 1 document	• 2 documents (order doesn't matter)
Required Features	Guardian nameCurrent address	Guardian nameCurrent address	 Guardian name Current address Dated within the last 30 days
Acceptable Documents	 State-issued driver's license State-issued ID card Government-issued photo ID Photo ID issued by a foreign consulate 	 Real estate tax bill Mortgage statement Signed current lease (including landlord's contact information) Agreement of sale District 201 Residency Attestation (available online) 	 Home, renters, or auto insurance bill Utility bill Bank or credit card statement Paycheck stub Vehicle registration Letter from federal/state agency Post office Change of Address form Voter registration card City parking sticker receipt

9. Fee Acknowledgment



This form discusses registration fees that will be billed at the start of the school year.

Read through the form, then provide your **signature**.

FEE ACKNOWLEDGMENT

This message is to notify you that at J. Sterling Morton High School District 201, 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 once school starts in the fall:

- Registration Fee
- Technology Fee

Please Note: If registration is completed after June 30th, a late registration fee of \$50 may also apply. Dependent on class selection, programs, or activities, other fees not listed here may also apply.

By signing below, you acknowledge that you are aware of the registration and technology fees.

Parent/Guardian Signature:

Date:

10. Complete Online Registration



The final step allows you to review any corrections you made to your child's account.

Once you have **completed every** step, click Submit East Online Registration 2025-2026 at the bottom of the screen.

If there are steps you did not yet mark complete, you will not be able to submit.

Review I	East Online Registration 2025-2026 St	eps
Step 1)	Verify Student Information	Completed 01/23/2025 1:32pm
No Reque	ested Changes exist for Step 1.	
Step 2)	Student Health Form	Completed 01/23/2025 1:32pm
Step 3)	Sibling Information	Completed 01/23/2025 1:32pm
Step 4)	Acknowledgment Form	Completed 01/23/2025 1:32pm
Step 5)	School-Parent Compact	Completed 01/23/2025 1:32pm
Step 6)	Military Connected	Completed 01/23/2025 1:32pm
Step 7)	ACT Consent	Completed 01/23/2025 1:32pm
Step 8)	Document Uploads	Completed 01/23/2025 1:32pm
Step 9)	Fee Acknowledgment	Completed 01/23/2025 1:32pm
Guardian	Name: GUARDIAN 1 NAME Guardian	Address: 99 ZZZ

Congratulations!



When you see this screen, you have **fully completed** online registration.

You will also receive an **email confirmation** of your successful completion.

Home	STU 1 (J.S. Morton East High School 2025-2026)
East Online Registration 2025-2026	GUARDIAN 1 NAME. Go back to review completed steps
Gradebook	Mark East Online Registration 2025-2026 as not completed and make changes