Online Registration

J. Sterling Morton West 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

School Contact Details

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

East	West	Freshman Center	Alternative School
Assistant Registrar	**Assistant Registrar**	**Assistant Registrar**	**Principal's Secretary**
Yolanda Pineda	Yolanda Martinez	Yolanda Pineda	Erika Medina
ypineda@jsmorton.org	ymartinez@jsmorton.org	ypineda@jsmorton.org	emedina@jsmorton.org
(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	atorres-proa@jsmorton.org	vcamacho@jsmorton.org	vcamacho@jsmorton.org
(708) 780-4000 ext. 2009	(708) 780-4100 ext. 3067	(708) 863-7900 ext. 1117	(708) 863-7900 ext. 1117

Part 1

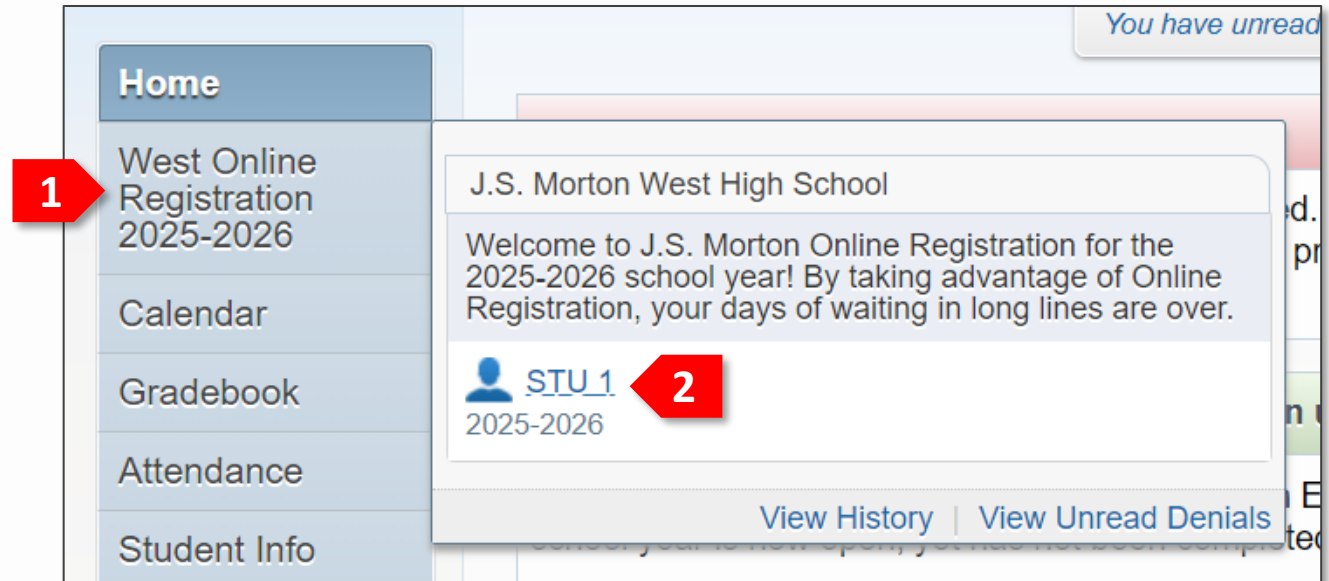Navigating Online Registration

Let's Get Started!

Log in to [Skyward](#) with your login ID and password.

From the Family Access homepage:

1. Click the tab labeled **West 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.)

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 all 14**, as pictured here.

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

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**.

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 the **Complete** buttons at the bottom of the page.

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

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.

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.

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)

Undo

General Information

* 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 eLearning material?

Home Phone: 555-555-5555   Ext:

[dropdown]   Ext:

School Email: studesam002@jsmorton.org   Home Email:

Birth County:

Birth State:

Birth Country:

Allow Publication of Student's Name for: [?]

Military: Yes   Higher Ed: Yes   Public: Yes

District: Yes   Media: 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).

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).

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.

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**.

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.

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**.

Step 2. Student Health Form (Required)

View Full Screen

Add

Edit

Delete

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

Skyward

The form has not yet been completed.

Would you like to complete it now?

Yes   No

0 records displayed

Step 2. Student Health Form (Required)

View Full Screen

Date Created ▼	Time Created	Additional Info	ADHD	ADHD	
03/14/2023	1:49 pm				Add
					Edit
					Delete

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. Medicaid Consent

This form describes how the district will share your student's information with Medicaid.

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.

Illinois Parental Notice for One-Time Consent to Allow the School District to Bill Medicaid Benefits

Dear Parent/Guardian:

The purpose of this letter is to ask for your permission (also known as consent) to share records and information about your child with Medicaid. A change in federal Center for Medicaid Services (CMS) policy provides an opportunity to expand reimbursement for school-based health services for Medicaid-enrolled students. The school district must share information about your child with Medicaid, including name, date of birth, gender, and type of services provided.

With your permission, the school district can seek partial reimbursement from Medicaid for the following: Speech Services, Nursing Services, Social Work Services, Psychological Services, Occupational Therapy Services, and Physical Therapy Services. Each year, the district will notify you regarding your permission; you do not need to sign a form every year.

4. 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.

Sibling Full Name	Morton ID#

5. Home Language Survey

This form is used to identify students who speak a language **other than English** at home.

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

Regardless of your answers to Questions 1-3, complete the **entire form**.

HOME LANGUAGE SURVEY

The State of Illinois requires school districts to administer a Home Language Survey to every student new to the district. This information is used to count the students whose families speak a language other than English at home. It also helps identify students who need to be assessed for English language proficiency. **If you answer yes to any of Questions 1-3, the law requires the district to assess your child's English language proficiency.**

1. What is the student's primary language?

2. What is the primary language spoken at home?

3. Does your child speak a language other than English?
   - If so, which language?

STUDENT BACKGROUND

1. When did your child first enroll in a US school? Date:

6. Race and Ethnicity

This form is used to report **race and ethnicity** data to the state and federal government.

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

Complete **both Part A and Part B**, regardless of your response to Part A.

Illinois State Board of Education

U.S. Department of Education Race and Ethnicity Data Standards

<u>INSTRUCTIONS:</u> This form is to be filled out by the student's parents or guardians, and both questions must be answered. Part A asks about the student's ethnicity and Part B asks about the student's race. <u>If you decline to respond to either question, the school district is required to provide the missing information by observer identification.</u>

Part A: Is the student Hispanic/Latino?

The question above is about ethnicity, not race. No matter which answer you selected, continue and respond to the question below by marking one or more boxes to indicate what you consider this student's race to be.

Part B: What is the student's Federal Race? Choose one or more.

☐ **American Indian or Alaska Native** (a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment)

☐ **Asian** (a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, India, China, the Philippine Islands, Japan, Korea, or Vietnam)
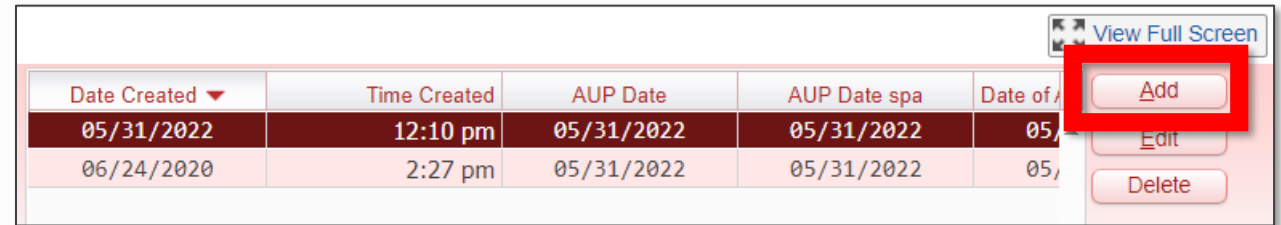
7. Acknowledgment Form

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**.

Date Created ▼	Time Created	AUP Date	AUP Date spa	Date of /
05/31/2022	12:10 pm	05/31/2022	05/31/2022	05/
06/24/2020	2:27 pm	05/31/2022	05/31/2022	05/

View Full Screen

Add
Edit
Delete

ACKNOWLEDGMENT OF HANDBOOK RECEIPT

The Student/Parent Handbook is an online document and can be accessed anytime at this link or by navigating the district website. 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: ⌄

8. Acceptable Use Policy

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

This form requires **multiple signatures and sets of initials**. Read through the entire form to ensure you complete them all.

You can ignore the **Student Initials** fields. Your student will fill those out later in the year.

ACCEPTABLE USE POLICY

Select students at J. Sterling Morton High School District 201 will be issued a device for use in school and at home. This document provides students and their parents/guardians with information about taking care of this equipment, using it to complete assignments, and being a good digital citizen.

Parent/Guardian signature: Test Parent   Date:
01/01/1900

WEBSITE AND SOCIAL MEDIA GUIDELINES

	Student Initials	Parent Initials
Be aware of what you post online.	.	TP

9. School-Parent Compact

This form outlines your rights as a parent and the district's responsibility in ensuring those rights.

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**.

Date Created ▼	Time Created	AUP Date	AUP Date spa	Date of A
05/31/2022	12:10 pm	05/31/2022	05/31/2022	05/
06/24/2020	2:27 pm	05/31/2022	05/31/2022	05/

View Full Screen

Add

Edit

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.

10. Military Connected

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, annual 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

11. 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

12. Document Uploads

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 entr
correo de marzo/abril que indica si esto es necesario para su
residencia aqui.

Birth Certificate: [Choose File] No file chosen
Dental Record: [Choose File] No file chosen
Guardianship: [Choose File] No file chosen
Immunization Record: [Choose File] No file chosen
Physical Form: [Choose File] No file chosen
Residency Proof - A: [Choose File] No file chosen
Residency Proof - B: [Choose File] No file chosen
Residency Proof - C1: [Choose File] No file chosen
Residency Proof - C2: [Choose File] No file chosen

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 March/April which indicates if this is required for your student submit your residency proofs here.

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

Birth Certificate: [Choose File] No file chosen

Dental Record: [Choose File] No file chosen

Guardianship: [Choose File] No file chosen

Immunization Record: [Choose File] No file chosen

Physical Form: [Choose File] No file chosen

Residency Proof - A: [Choose File] No file chosen

Residency Proof - B: [Choose File] No file chosen

Residency Proof - C1: [Choose File] No file chosen

Residency Proof - C2: [Choose File] No file chosen

Residency Proof

	Category A	Category B	Category C
Required Number	• 1 document	• 1 document	• **2 documents** (order doesn't matter)
Required Features	• Guardian name • Current address	• Guardian name • Current 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

13. 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:

14. 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 West 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.

Step 14. Complete West Online Registration 2025-2026 (Required)
By completing West Online Registration 2025-2026, you are confirming that the Steps below have been finished. Are you sure you want to complete West Online Registration 2025-2026 for STU 1?

Review West Online Registration 2025-2026 Steps

Step 1)	Verify Student Information	Completed 01/23/2025 10:33am
No Requested Changes exist for Step 1.		
Step 2)	Student Health Form	Completed 01/23/2025 10:33am
Step 3)	Medicaid Consent	Completed 01/23/2025 10:33am
Step 4)	Sibling Information	Completed 01/23/2025 10:33am
Step 5)	Home Language Survey	Completed 01/23/2025 10:33am
Step 6)	Race and Ethnicity	Completed 01/23/2025 10:33am
Step 7)	Acknowledgment Form	Completed 01/23/2025 10:33am
Step 8)	Acceptable Use Policy	Completed 01/23/2025 10:33am
Step 9)	School-Parent Compact	Completed 01/23/2025 10:33am
Step 10)	Military Connected	Completed 01/23/2025 10:33am
Step 11)	ACT Consent	Completed 01/23/2025 10:33am
Step 12)	Document Uploads	Completed 01/23/2025 10:33am
Step 13)	Fee Acknowledgment	Completed 01/23/2025 10:33am

Guardian Name: GUARDIAN 1 NAME   **Guardian Address:** 99 ZZZ
CICERO, IL 60804

Submit West Online Registration 2025-2026

Congratulations!

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

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

PLEASE NOTE that if you are required to submit residency documents, the district will review your submissions and you will be contacted if you have successfully completed the residency requirements.

Home	STU 1 (J.S. Morton West High School 2025-2026)
West Online Registration 2025-2026	✓ West Online Registration 2025-2026 was successfully completed and submitted to the district for STU 1 on Thu Jan 23, 2025 10:48am by GUARDIAN 1 NAME.
	Go back to review completed steps
Calendar	Mark West Online Registration 2025-2026 as not completed and make changes
Gradebook	