

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



Part 1

Navigating Online Registration

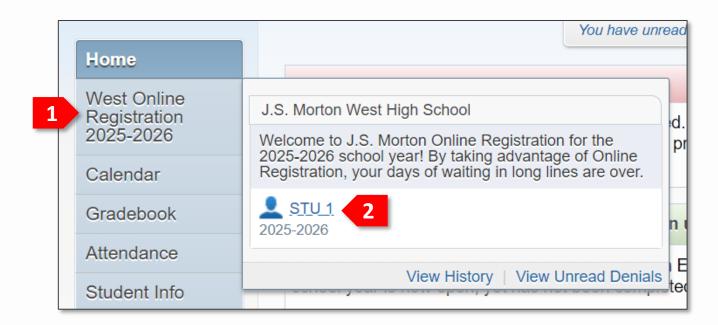
Let's Get Started!

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

From the Family Access homepage:

- 1. Click the tab labeled **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.)



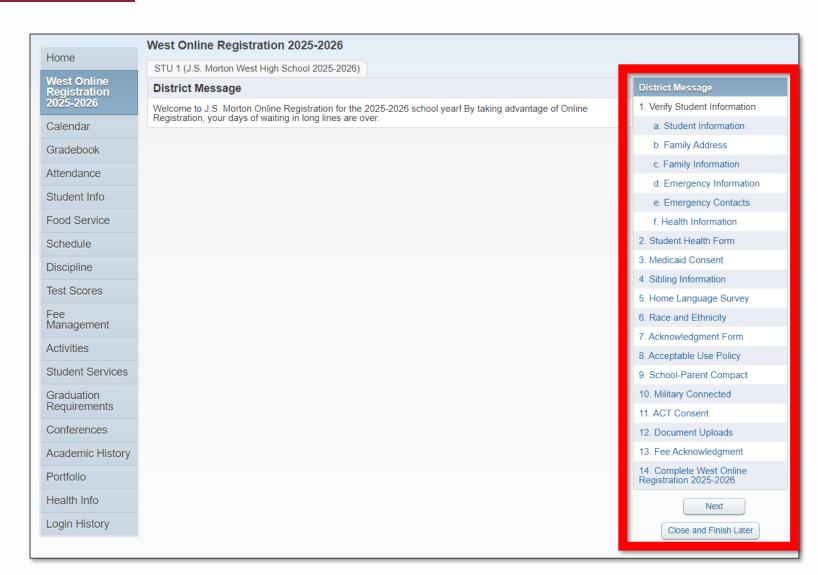
Registration Steps



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**.

West Online Registration	Step 1a. Verify Student Information: Student Information	do District Message
2025-2026	(Required)	. Verify Student Information
Calendar	General Information	a. Student Information
Gradebook	* First: STU 1 Middle:	b. Family Address
Attendance	*Last: TEST Suffix:	c. Family Information
	Birthday: 01/01/2007 Gender: Male ✓	d. Emergency Information
Student Info	Other Name:	e. Emergency Contacts
Food Service	Language: ENGLISH Race:	f. Health Information
Schedule	□ Do you have internet access?	. Student Health Form
Discipline	Do you have a device to access eLearning material?	. Medicaid Consent
•	Home Phone: 708-555-5555 Ext:	. Sibling Information
Test Scores	Ext:	. Home Language Survey
Fee Management	School Email: studesam002@jsmorton.org Home Email:	. Race and Ethnicity
		. Acknowledgment Form
Activities	Birth County:	. Acceptable Use Policy
Student Services	Birth State:	. School-Parent Compact
Graduation	Birth Country:	0. Military Connected
Requirements	Allers Dublication of Otodontic Name for D	1. ACT Consent
Conferences	Allow Publication of Student's Name for:	2. Document Uploads
Academic History	Military: Yes V Higher Ed: Yes V Public: Yes V	3. Fee Acknowledgment
Portfolio	District: Yes ✓ Media: No ✓	4. Complete West Online Registration 2025-2026
Health Info	Complete Step 1a Only Complete Step 1a and move to Step 1b	Previous Step Next Step

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.

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rgency Contacts	e. Emergeno						Other Name:	Student Info
h Information	f. Health Info		Race:			ENGLISH	Language:	Food Service
Health Form	2. Student Healt			ess?	have internet acce	Do you ha		Schedule
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anguage Survey	5. Home Langua			Ext:			~	
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edgment Form	7. Acknowledgm		iomo Email.		72@joinloiton.org		Birth County:	Activities
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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.

West Online Registration 2025-2026 Calendar Gradebook Attendance Student Information * First STU 1 Calendar Gradebook Attendance Student Information * First STU 1 Calendar Gradebook Attendance Student Information * First STU 1 Calendar Gradebook Attendance Student Information * First STU 1 Calendar Gradebook Attendance Student Information * First STU 1 Calendar Conferel Information * First STU 1 Conferel Information * First STU 1 Conferel Information * First STU 1 Conferel Information * Completed 01/23/2025 10-13am District Message 1. Verify Student Information 2. Student Information 3. Student Information 4. Emergency Information 6. Emergency Contacts 6. Health Information 2. Student Health Information 2. Student Health Information 3. Medicaid Consent 4. Sibling Information 3. Medicaid Consent 4. Sibling Information 5. Home Language Survey 6. Race and Ethnicity 7. Acknowledgment Form 8. Acceptable Use Policy 9. School-Parent Compact 10. Military Connected 11. ACT Consent 12. Document Uploads 13. Fee Acknowledgment 14. Complete West Online Registration 2025-2026 Next Step Information 14. Complete West Online Registration 2025-2026	Home	West Online Registration 2025-2026	
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Test Scores Home Phone: 708-555-5555	Discipline		3. Medicaid Consent
Fee Management Activities School Email: studesam002@jsmorton.org Home Email: Birth County: Birth State: Birth Country: B	·		4. Sibling Information
School Email: studesam002@jsmorton.org Home Email: Activities Birth County: Birth State: Birth Country: B		Fxt	5. Home Language Survey
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Health Info Edit Step 1a Previous Step Next Step	Portfolio	District. 100 1 Would. 140 1	14. Complete West Online Registration 2025-2026
Login History	Health Info	Edit Step 1a	
Close and Finish Later	Login History		Close and Finish Later

Pausing the Process

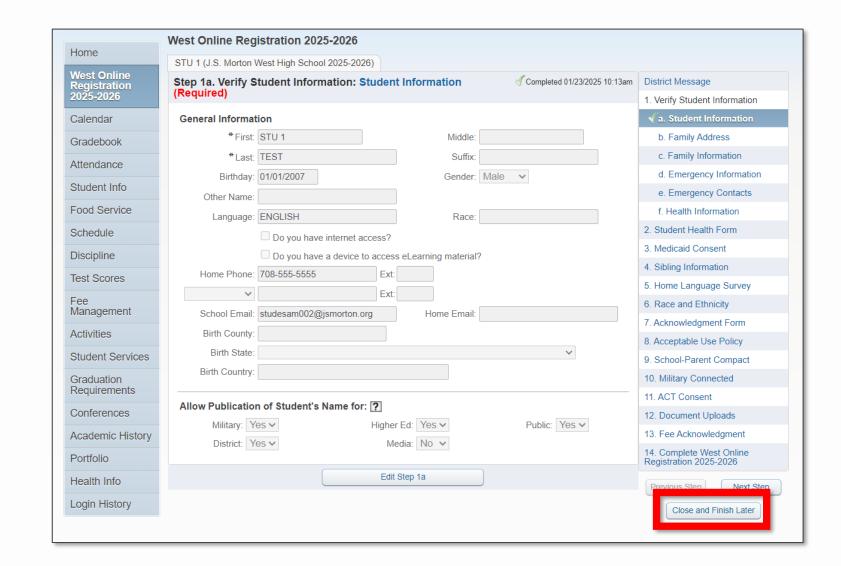


You **do not** need to complete every step in one sitting.

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 S (Required)	tudent Information:	Student	t Information		Undo
General Informat	tion				
* First:	STU 1		Middle		
*Last:	TEST		Suffix		
Birthday:	01/01/2007		Gender	Male V	
Other Name:					
Language:	ENGLISH		Race		
	Do you have internet	access?			
	Do you have a device	to access	s eLearning materia	?	
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 fo	or: ?			
Military: Y	es 🗸	Higher	r Ed: Yes ✔	Public: Yes 🗸	
District: Y	es 🗸	Me	edia: No 🗸		

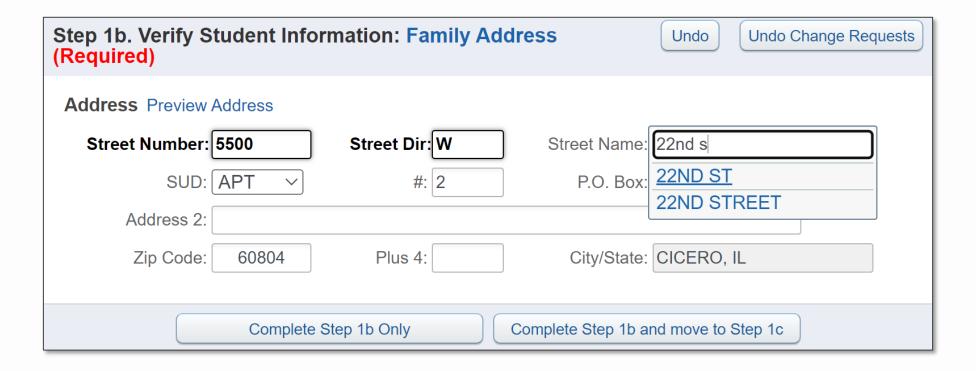
1b. Family Address



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).



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).



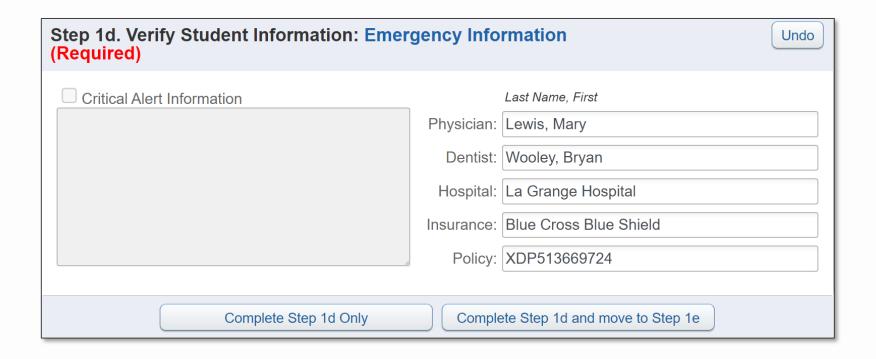
1d. Emergency Information



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**.

Step 1e. Verify (Required)	Student Information: En	nergency 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 Step 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.

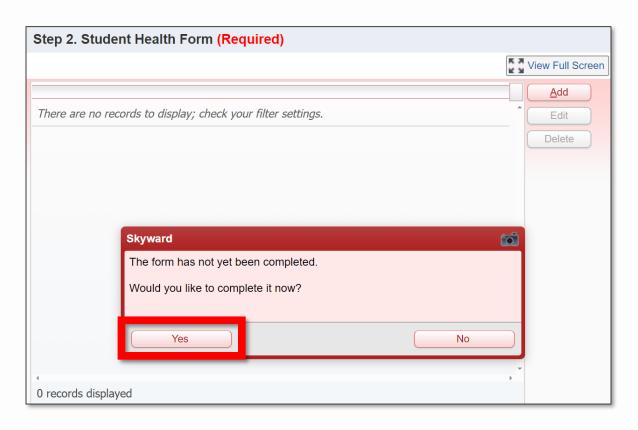
Step 1f. Verify S (Required)	Student Information: Health Information	Undo
Health Problems:		$\neg 1$
	GUARDIAN NAME 02/14/2024 1:25 PM	
Allergy Notes:		
	GUARDIAN NAME 02/14/2024 1:25 PM	
	2	
Medication Notes:		
	GUARDIAN NAME 02/14/2024 1:25 PM	
	3	
	L .	

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. 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? o 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

INSTRUCTIONS: 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. If you decline to respond to either question, the school district is required to provide the missing information by observer identification.

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.

				K 7	View Full Scree
Date Created ▼	Time Created	AUP Date	AUP Date spa	Date of /	<u>A</u> dd
05/31/2022	12:10 pm	05/31/2022	05/31/2022	05,	<u>E</u> dit
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 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/Guardia 01/01/1900	n signature: Test Paren	nt Date	e:
WEBS	SITE AND SOCIAL	MEDIA GUIDELIN	ES
WEBS	Student Initials	Parent Initials	ES

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**.

				K 7	View Full Scree
Date Created ▼	Time Created	AUP Date	AUP Date spa	Date of /	<u>A</u> dd
05/31/2022	12:10 pm	05/31/2022	05/31/2022	05,	<u>E</u> dit
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.

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.

M	IILITARY CONNECT	TED FORM	
Is a legal guardian of your stude	ent a member of the Arm	ned Forces or National G	Guard on full-time
training duty, annual training du	ıty, or active military ser	vice?	
If YES, complete the table below	v. If NO, leave the table b	pelow blank.	
	FAMILY INFORM	ATION	
List any legal guardians who are has the legal authority to care for		, , ,	is a person who
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 Distriction Yes ✔	ct to share my child's inform	nation with ACT:
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 entre correo de marzo/abril que indica si esto es necesario para su residencia aqui. Choose File Birth Certificate: No file chosen Choose File Dental Record: No file chosen Choose File Guardianship: No file chosen Choose File Immunization Record: No file chosen Choose File Physical Form: No file chosen Choose File Residency Proof - A: No file chosen Choose File No file chosen Residency Proof - B: Choose File Residency Proof - C1: 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 entre correo de marzo/abril que indica si esto es necesario para su residencia aqui. Choose File Birth Certificate: No file chosen Choose File Dental Record: No file chosen Choose File Guardianship: No file chosen Choose File Immunization Record: No file chosen Physical Form: Choose File No file chosen Residency Proof - A: Choose File No file chosen Choose File Residency Proof - B: 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 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

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.

^P arent/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.

	est Online Registration 2025-2026 St	eps
Step 1)	Verify Student Information	Completed 01/23/2025 10:33am
No Reques	ted 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

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.

