



## RETURNING STUDENT REGISTRATION INSTRUCTIONS 2026-2027

Visit the district website ([www.esd20.org](http://www.esd20.org)), navigate to the “**For Parents**” tab on the homepage, and click “**Registration**” ([www.esd20.org/for-parents/registration](http://www.esd20.org/for-parents/registration)). Click on **Returning Student Registration (PK-8)** and follow **ALL 10 STEPS** (below) in **SKYWARD FAMILY ACCESS**.

Once in Skyward, click **RETURNING STUDENT REGISTRATION** in the left menu and select the student you want to register.

Please read the **INSTRUCTIONS (DISTRICT MESSAGE)** to review important information and reminders about the registration process. Then, click “**Start**” at the top of the page.

- **STEP 1 — FAMILY INFORMATION:** The form will be auto-populated with responses from last year. Review and verify accuracy of family information, including home language preferences, guardian information, and mailing address. Click “**Complete & Next**” at the top of the page.
- **STEP 2 — CERTIFICATE OF RESIDENCE:** All families (PK-8) will complete the form confirming their current address in the district. Check the “**I Agree**” box. Click “**Complete & Next**” at the top of the page.
- **STEP 3 — EMERGENCY CONTACT:** Provide at least two emergency contacts (non-parent/guardian) with accurate and up-to-date emergency contact information for your student. Click “**Complete & Next**” at the top of the page.
- **STEP 4 — STUDENT HEALTH CONDITION:** Select student’s health condition from drop down menu and indicate the condition’s start date. Include any relevant notes that the school nurse should be made aware of. Click “**Complete & Next**” at the top of the page.
- **STEP 5 — CUSTODY PAPERS:** Your answer will be “**No**” unless you have a custody agreement or another court order. Click “**Complete & Next**” at the top of the page.
- **STEP 6 — HOMELESS STATUS:** If you claim your student as homeless, please select “**Yes.**” Otherwise, please select “**No.**” Click “**Complete & Next**” at the top of the page.
- **STEP 7 — MILITARY SERVICE INFORMATION:** Providing this information is *voluntary*. If you are currently serving in the military and wish to share your status, complete the indicated fields by selecting “**Yes**” or “**No.**” Click “**Complete & Next**” at the top of the page.
- **STEP 8 — PERMISSIONS FORMS:** The form will be auto-populated with responses from last year. Please review and update the information, selecting “**Yes**” or “**No**” as needed. Check the “**I Agree**” box. Click “**Complete & Next**” at the top of the page.
- **STEP 9 — PARENT-STUDENT HANDBOOK:** This form is to be completed by student and parent/guardian annually, acknowledging receipt and pledging to follow the Handbook. Enter your student’s name in the signature box on their behalf and check the “**I Agree**” box. Click “**Complete & Review**” at the top of the page. *This will skip the “Fee Payment” step (for now) and bring you to the “Review” page.*

After completing all steps above, click **SUBMIT FORM** at the top of the page to finalize your Returning Student Registration in Skyward. *This must be completed before you can make fee payments, the final step in the registration process.*

- **STEP 10 — FEE PAYMENT:** **To complete your student’s enrollment, you must go to the KEENEYVILLE WEBSTORE (REVTRAK) <https://bit.ly/KeeneyvilleWebstore> to pay the 2026-27 fees.** *Please contact your school office for information about payment plans or fee waivers.*

Click the **FEE MANAGEMENT** tab on the left side of your Skyward homepage and select **MAKE A PAYMENT** link to be sent directly to the Webstore. If you previously used the Webstore, enter your email address and password. Click “Create New Account” if you are a new user.

In the Webstore, click **PURCHASE FEES**, and required/optional fees will appear. Select the required fees and click **ADD SELECTED TO CART** (you can add items from the optional area at the bottom of the screen by selecting the amounts and **ADD SELECTED TO CART**). Verify all items in your cart and select **CHECKOUT** (bottom right).

**YOU MUST COMPLETE ALL 10 STEPS (ABOVE) TO ENSURE YOUR STUDENT’S ENROLLMENT IS COMPLETE.**