RICHLAND
School District 88a

RICHLAND School District 88a
1919 Caton Farm Road
Crest Hill, Illinois 60403
(815) 744 – 6166
www.d88a.org

April 2026

Dear Parents and Guardians,

We are excited to finally launch Online Registration through the Family Access Portal in Skyward. If your child is planning to return to Richland for the 2026-2027 school year, you will need to submit an online registration form which you can access in the family portal. This form is just for students who are currently attending Richland and returning next year. If you have a new student who will enter Richland next year, this will be a different form that will be available once school is finished for the year. More information on New Student Registration will be shared at a later date. Our goal is to make this process as smooth as possible for you. Below, you will find a step by step process for how to complete the returning student registration form. In addition to completing the form, you will have the opportunity to set up an account to pay registration fees using a new service that we are introducing called RevTrak. Details for this are included in the step by step process. Here a few things to keep in mind before you start to complete the online registration form:

Fees for the 2026-2027 School Year:

Pre-Kindergarten Registration Fee: $100.00

Kindergarten-8th Grade Registration Fee: $150.00

Technology Fee (All K-8th Students): $50.00

Timeline for Completing the Registration Form:

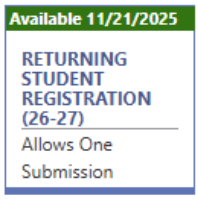
Registration Window Closes: Monday, May 18th, 11:59pm

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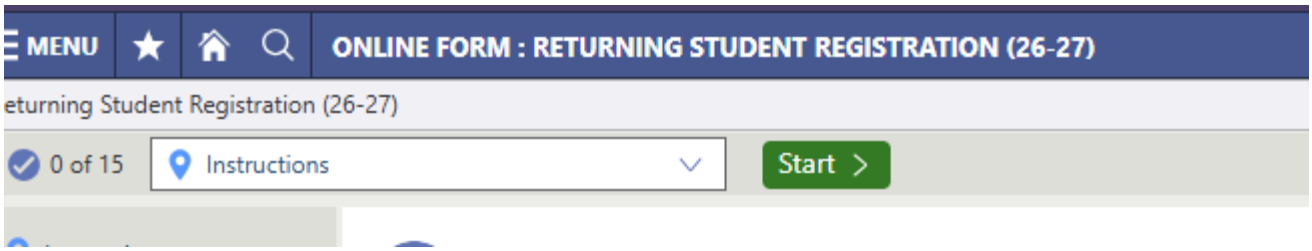
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How to Access Returning Student Registration Form:

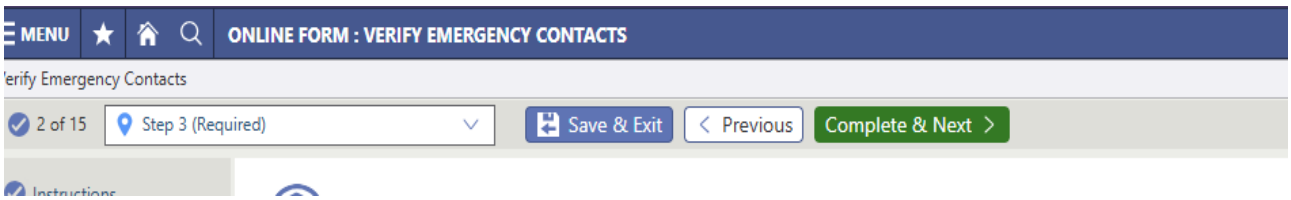
- Log into your Family Access Account in Skyward
- You will see all the available modules for you. Look for the icon that says “Returning Student Registration (26-27). It will look something like this:



- Click on the icon. This will take you to the registration screen. You will need to complete this for each child you have attending Richland. After you click on the screen, you will see “Start” towards the top of the page. Click that one time.



- Next, you will just follow through the process with each step. Each step is explained below to better assist you. After each step is complete, please click on the “Complete and Next” button at the top.



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Step 1: Instructions

Step 2: Residency Verification

Please read through the requirements for residency verification. The information required to be submitted is similar to past year's; however, this year you will be uploading these documents through Skyward. Read the instructions for the types of documents that are acceptable and right next to this is a place where you can upload those documents. 1 document for Category A and 2 documents from Category B are required before moving on to the next steps in the process. If you are unable to provide these documents, please contact your school office.

Step 3: Family Information

This is the section where you will review guardian information (Names, phone numbers, etc…) You can make any changes right on the screen; otherwise, if the information is up to date, you can move on to the next step.

Step 4: Verify Emergency Contacts

You will see the Emergency Contacts we have listed in the system currently. Please update if necessary any Emergency Contact information before moving on to the next step.

Step 5: Verify Student Health Conditions

You will see any health conditions that you have previously noted on the screen in this section. Please update with any other health conditions not listed so our Nurse's office can review. There is an add student health condition section at the bottom if you have anything new to add.

Step 6: Health Information

Please read through the health requirements from the state of Illinois. Depending on your child's grade for the 26-27 school year, you may have to submit additional health information in the next section (Physical, Dental Exam, Eye Exam, etc…)

Step 7: Upload Health Documents

Depending on your child's grade level for the 26-27 school year, you may have to submit health documents. You will upload these documents in this section if required. If this doesn't apply to your child for this upcoming school year, you can move on to the next section without filling anything in here.

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Step 8: Concussion Information & Sign-Off

Please download and read through information about concussions and then sign off you have read through and understand this.

Step 9: Photo/Video Recording of Student

Please read the information about including photos and/or videos of your child in school publications, including the yearbook. If you wish to **NOT** have your child be photographed and/or included in these publications, please check the "Opt of of Media" option that is listed and sign off on this.

Step 10: Student Handbook Sign Off

Please click on the link to review the Richland Student Handbook with your child. After reading through the handbook with your child, please sign off on this at the bottom of the page.

Step 11: Internet and Technology (Access to School Networks)

Please download the board policy on access to School Networks and review expectations with your child. Once you have read through this with your child and understand, please electronically sign at the bottom of the page.

Step 12: Student Device User Agreement

Please download and read through the Student Device User Agreement with your child. This document lists costs for any damage to the Chromebook your child will receive at the beginning of the school year. Once you have read through this document with your child, please electronically sign at the bottom of the page.

Step 13: Child Release Form (**Kindergarten and 1st Grade ONLY**)

If you have a child in Kindergarten or 1st grade next year, please read this section, fill out the information requested, and electronically sign at the bottom of the page. If you don't have a Kindergarten or 1st grade child at Richland next year, you can just move on to the next section.

Step 14: Change of Transportation Request

This section only needs to be completed if you need transportation for your child to a Daycare Center or a sitter. If this doesn't apply to your child, you can simply move on to the next section.

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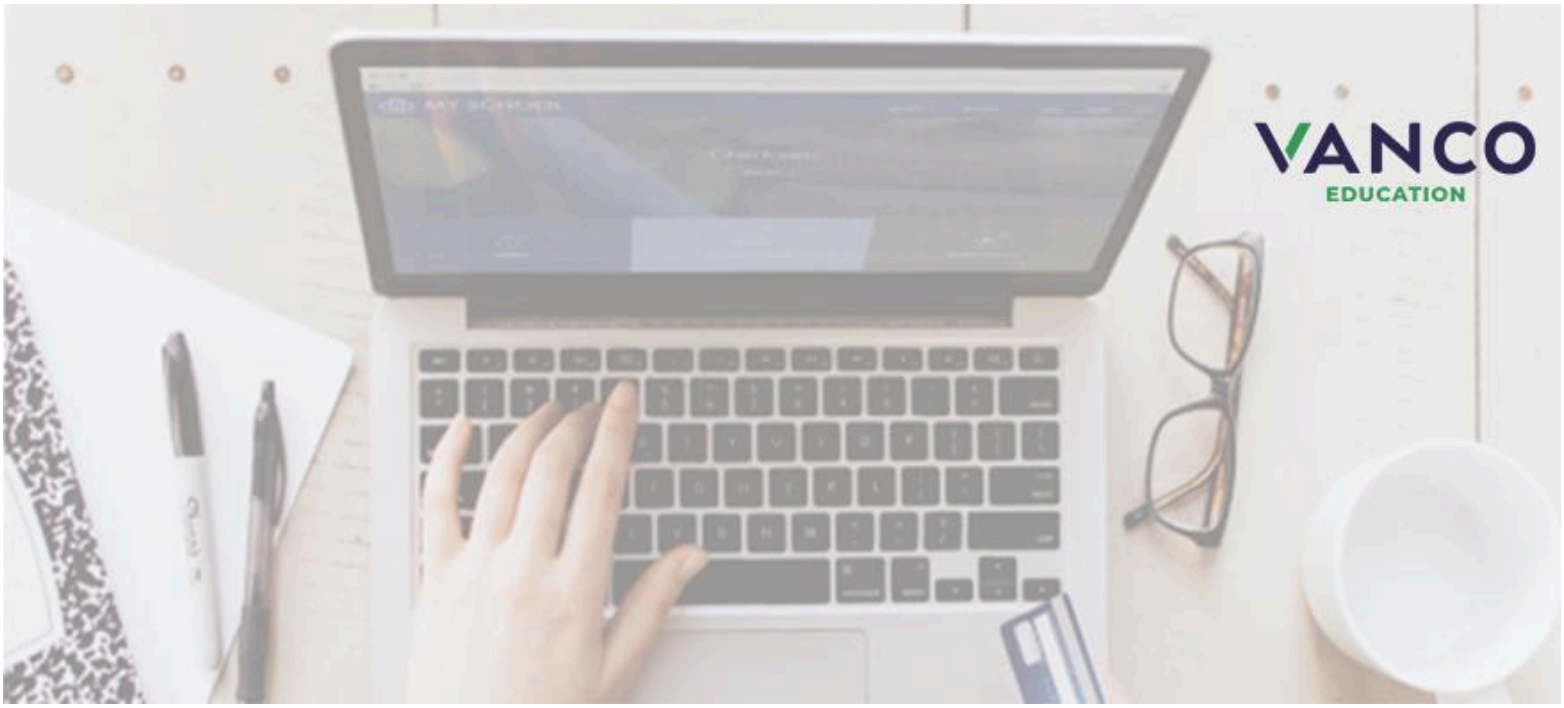
Step 15: Paying School Fees

School fees for the 26-27 school year are listed and there is a link that will take you to the new online payment system we have set up through RevTrak. We have attached some instructions from RevTrak on how to make an account first before paying fees on the next page.

Once you have completed all the steps above, you will review and submit the online registration form. Once this form is submitted, our building secretaries will review this information and reach out if there are any issues or additional information is needed to finalize registration for your child. If you are having any trouble with accessing or filling out the online registration form, you can reach out to your building office or contact Richland Tech. Support at techsupport@d88a.org.

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Attention Families!

Richland School District is now taking payments online!

Pay when it's most convenient for you with a computer or mobile device at https://d88a.revtrak.net/

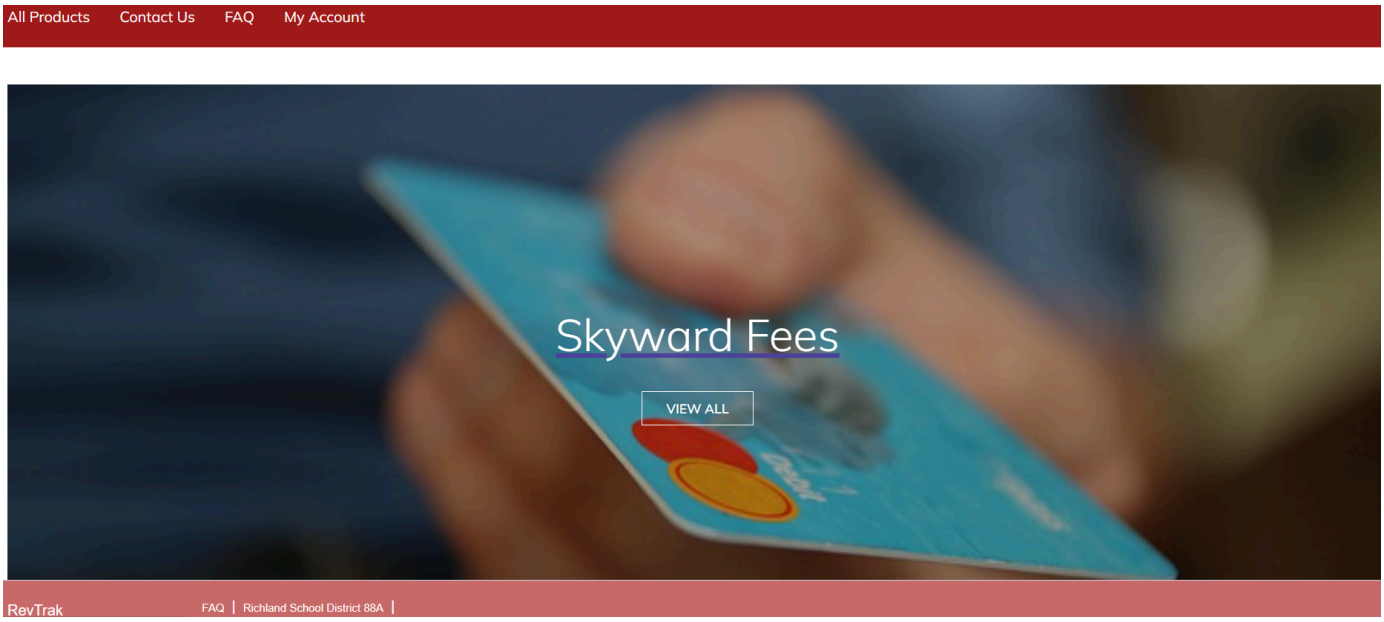
This district Web Store is now fully integrated with **Skyward**!

Save time and be confident that your payment makes it where it needs to go.

You can pay online using eChecks, debit, or credit cards.

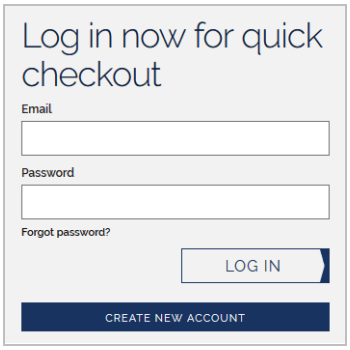
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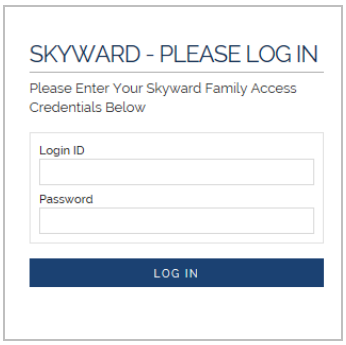
Make your payment in 4 easy steps…

1



Create a RevTrak account using your email address and a password. You can either click on View All Fees and it will take you to create an account or you can go to the upper right corner, click on the person, and select Create an Account.

2



Log in to Skyward Family Access. (Steps 1 & 2 are reversed when starting in Skyward.)(If starting in Skyward – you'll access your Fees and select the "Make a Payment" – which will direct you to the RevTrak webstore for payment.

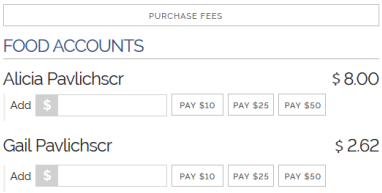
***Future transactions won't require two-step log in if starting your payment on the Web Store!**

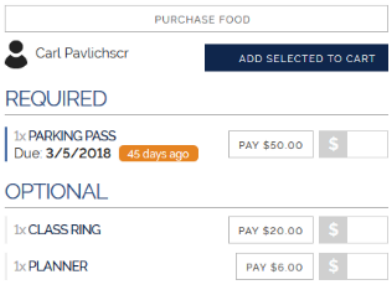
Our Mission

To develop the whole student through a community effort focused on excellence in education, values, and enriching opportunities

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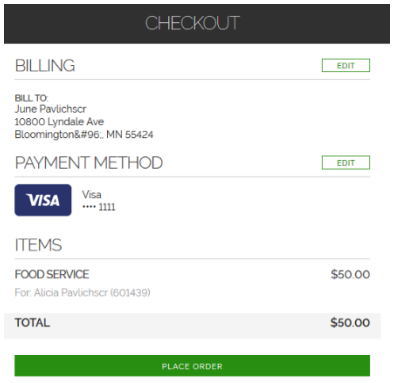


Click on “Purchase Food” or “Purchase Fees” to view account balances. Click a quick pay button or enter your payment in the amount field.

If using a mobile device, scroll down to view balances or fees.

Make selections and click “Add Selected to Cart”.

4



Enter your payment method and place your order.

After your transaction is processed, you will receive an email confirmation and your student’s Skyward account will be updated.