



Bourbonnais Elementary School District #53

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Superintendent of Schools
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Dear BESD#53 Families,

Online registration for returning students with no past due balances will open on Thursday, June 6th. We encourage you to register as soon as possible. You do not have to pay fees at the time of registration, but you must have a zero balance to register. Included are instructions on how to check your balance in Skyward Family Access.

If you have an outstanding balance, please pay that balance. The system will be updated each night. If you pay off your balance, your registration link will be available the following business day. All registration will be open August 1st regardless of past due debt, but we encourage you register early to assure your students place in your current school (in case of overflow).

We have also included the instructions for K-4 and 5-8 registration. All new students need to register in person at Central Office on June 20th or July 25th, from 2-7 p.m.

Sincerely,

A handwritten signature in black ink, appearing to read "D.R. Hollowell".

Checking Fee Balance in Skyward Family Access

To see what Fees you have remaining, or what you have already paid, login to [Skyward Family Access](#). On the Home screen that comes up when you login, click on Fee Management on the left side.

The screenshot displays the Skyward Family Access web application. The browser window title is "Family Access - Google Chrome". The address bar shows the URL "https://besdskyward.besd53.org/scripts/wsisa.dll/WService=wsSky/sfhome01.w". The page header includes the Skyward logo and "Family Access" text, along with navigation links for "My Account", "Contact Us", "Email History", and "Exit". A notification says "You have unread messages". The left sidebar contains a menu with "Fee Management" highlighted in a red box. The main content area shows two student profiles: "Peterson (Math / 04, Period 9)" and "Peterson (Homeroom / 07, Period)". The right sidebar displays an "Upcoming Events" calendar for May and June 2018, listing dates and school locations like "Bourbonnais Upper Grade Center" and "Liberty Intermediate Center".

Continue to next page.

This will bring up a listing of all fees that have been charged to your student's account. The fees are listed by School Year (2019 is the 18-19 school year - 2020 is the 19-20 school year). There are also columns showing the Amount Paid and the Remaining Due.

Family Access Fee Management - Google Chrome

Secure | <https://besdskyward.besd53.org/scripts/wsisa.dll/WService=wsSky/sffeemanagement001.w>

Family Access

My Account | Contact Us | Email History | Exit

SKYWARD

Fee Management

Unpaid Balance

: 90.00

[View Fees](#) | [View Payments](#) | [View Totals](#) | [Make a Payment](#)

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2018	Tue Aug 1, 2017	REGISTRATION GRADES 5-8	65.00	65.00	0.00	0.00		
2018	Tue Aug 1, 2017	TECHNOLOGY FEE	25.00	25.00	0.00	0.00		
2018	Tue Aug 1, 2017	DIS-DISCOUNT	-65.00	-65.00	0.00	0.00		
2018	Tue Aug 1, 2017	DIS-DISCOUNT	-25.00	-25.00	0.00	0.00		
2019	Wed Aug 1, 2018	REGISTRATION GRADES 5-8	65.00	0.00	65.00	65.00		
2019	Wed Aug 1, 2018	TECHNOLOGY FEE	25.00	0.00	25.00	25.00		

Home

Ethnicity/Race

Calendar

Gradebook

Attendance

Student Info

Food Service

Schedule

Discipline

Fee Management

Activities

Academic History

Portfolio

Health Info

Login History

Continue to next page.

To see the overall amount due or any credit balance that you have, please click on the View Totals link. A window will pop-up with the Balance Due (if you owe any for either school year). It will also show if you have a Credit Balance on your account (that could be used toward any fees owed).

Family Access Fee Management - Google Chrome

Secure | https://besdskyward.besd53.org/scripts/wsisa.dll/WService=wsSky/sffeemanagement001.w

Family Access

My Account | Contact Us | Email History | Exit

Fee Management

Unpaid Balance: 90.00

View Fees | View Payments | View Totals | View Year-to-Date Totals

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2018	Tue Aug 1, 2017	REGIS	0	0	0.00	0.00		
2018	Tue Aug 1, 2017	TECHN	0	0	0.00	0.00		
2018	Tue Aug 1, 2017	DIS-DIS	0	0	0.00	0.00		
2018	Tue Aug 1, 2017	DIS-DIS	0	0	0.00	0.00		
2019	Wed Aug 1, 2018	REGIS	0	0	65.00	65.00		
2019	Wed Aug 1, 2018	TECHN	0	0	25.00	25.00		

Totals

- Charges: 180.00
- Payments: 0.00
- Other Credits: 90.00
- Prepayments: 0.00
- Balance Due: 90.00**
- Credit Balance: 90.00**

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How to complete the on-line registration process for returning Kindergarten-4th grade students

1. From the district website (<http://www.besd53.org>) click on Menu - For Families - Family Access Portal and login to Skyward Family Access Portal using your login and password.
2. Click on the “Go to online registration...” link. This will open the registration screen.
3. **Step 1: Proof of Residency:** Click on the Proof of Residency link and verify the information on the form indicating that the address we have in Skyward is correct then click the appropriate “Complete” button.
4. **Step 2: Verify Student Information:** This section allows you to review, verify and change some information about your student, family, emergency contacts, etc. Not all information can be changed online, and most changes require district verification before becoming final.
 - a. Review your student’s information - If any of the information displayed is incorrect, please contact your school office.
 - b. Family Address, Family Information, Emergency Information, Emergency Contacts - Any information in white boxes can be changed or updated. Please remember that most changes require district verification before becoming final. *Note: Emergency contacts should be someone OTHER THAN the student’s parents/guardians. Parents are notified by default.*
 - c. After each step click the “Complete Step 2a (2b, etc.)” button, then click the appropriate “Complete” button.
5. **Step 3: Verify Ethnicity/Race:** This is required by the federal government. Please review the letter and click “Continue.” Complete the form and click the appropriate “Complete” button.
6. **Step 4: Verify Transportation Arrangements:** Verify your student’s transportation. Click the appropriate “Complete” button.
7. **Step 5: Review Forms, Policies, and Handbook:** Click the link and it will open a new browser window with the various additional registration documents (i.e. Acceptable Use Policy, Picture Policy, etc.). Please review all applicable documents. After reviewing the documents, you may close the browser window and return to online registration. **(Online Registration may be minimized in the taskbar at the bottom of your screen.)** By completing this step, you are acknowledging that you have read the documents. Click the the appropriate “Complete” button.
8. **Step 6: Complete Parent Permission Form:** Read and complete the Parent Permission Form, make changes as needed. Click the appropriate “Complete” button.
9. **Step 7: Make a Fee Payment:** You DO NOT need to make a payment at this time, however, payment should be made before the start of the school year. You must still click on the the link in order to proceed and complete registration. If you choose to make a payment, you can make a partial or full payment, using a Visa, Mastercard, or Discover card (credit or debit). If there are multiple fees on your account, you can also choose which fees to pay. Click the appropriate “Complete” button.
10. **Complete Online Registration:** Review the online registration steps, noting the date and time each was completed. If there is a discrepancy in what shows on the screen compared to when you entered it, verify with the school that everything is correct. If you need to correct anything, click on the step that is incorrect and edit that information. If you want a hard copy of the screen for your records, click “Print”. When you are sure you are finished, click the “**Submit Online Registration**” button. Then check your email address that you use for Family Access. You should receive an email confirming that registration for your student is complete.

How to complete the on-line registration process for returning 5th-8th grade students

1. From the district website (<http://www.besd53.org>) click on Menu - For Families - Family Access Portal and login to Skyward Family Access Portal using your login and password.
2. Click on the “Go to online registration...” link. This will open the registration screen.
3. **Step 1: Proof of Residency:** Click on the Proof of Residency link and verify the information on the form indicating that the address we have in Skyward is correct then click the appropriate “Complete” button.
4. **Step 2: Verify Student Information:** This section allows you to review, verify and change some information about your student, family, emergency contacts, etc. Not all information can be changed online, and most changes require district verification before becoming final.
 - a. Review your student’s information - If any of the information displayed is incorrect, please contact your school office.
 - b. Family Address, Family Information, Emergency Information, Emergency Contacts - Any information in white boxes can be changed or updated. Please remember that most changes require district verification before becoming final. **Note: Emergency contacts should be someone OTHER THAN the student’s parents/guardians.**
 - c. After each step click the “Complete Step 2a (2b, etc.)” button, then click the appropriate “Complete” button.
5. **Step 3: Verify Ethnicity/Race:** This is required by the federal government. Please review the letter and click “Continue.” Complete the form and click the appropriate “Complete” button.
6. **Step 4: Verify Transportation Arrangements:** Verify your student’s transportation. Click the appropriate “Complete” button.
7. **Step 5: Review Forms, Policies, and Handbook:** Click the link and it will open a new browser window with the various additional registration documents (i.e. Acceptable Use Policy, Picture Policy, etc.). Please review all applicable documents. After reviewing the documents, you may close the browser window and return to online registration. **(Online Registration may be minimized in the taskbar at the bottom of your screen.)** By completing this step, you are acknowledging that you have read the documents. Click the the appropriate “Complete” button.
8. **Step 6: Complete Parent Permission Form:** Read and complete the Parent Permission Form, make changes as needed. Click the appropriate “Complete” button.
9. **Step 7: Sports Insurance Form:** If your student is participating in athletics check the type of insurance provided for your student. Click the appropriate “Complete” button.
10. **Step 8: Make a Fee Payment:** You DO NOT need to make a payment at this time, however, payment should be made before the start of the school year. You must still click on the the link in order to proceed and complete registration. If you choose to make a payment, you can make a partial or full payment, using a Visa, Mastercard, or Discover card (credit or debit). If there are multiple fees on your account, you can also choose which fees to pay. Click the appropriate “Complete” button.
11. **Complete Online Registration:** Review the online registration steps, noting the date and time each was completed. If there is a discrepancy in what shows on the screen compared to when you entered it, verify with the school that everything is correct. If you need to correct anything, click on the step that is incorrect and edit that information. If you want a hard copy of the screen for your records, click “Print”. When you are sure you are finished, click the “**Submit Online Registration**” button. Then check your email address that you use for Family Access. You should receive an email confirming that registration for your student is complete.