## ONLINE REGISTRATION DIRECTIONS

***BUS ROUTES***

**IF YOUR STUDENT WILL BE PICKED UP OR DROPPED OFF AT AN ADDRESS OTHER THAN YOUR HOME ADDRESS, YOU NEED TO CALL AND TALK TO GLORIA IN THE DISTRICT OFFICE. (815) 858-9005 IF SHE DOES NOT HEAR FROM YOU, SHE WILL ASSUME YOUR HOME ADDRESS WILL BE THE PICK UP AND DROP OFF LOCATION FOR YOUR STUDENTS FOR THE BUS ROUTES.**

**DIRECTIONS TO COMPLETE ONLINE REGISTRATION IN SKYWARD FAMILY ACCESS**:

 *Go to the [riverridge210.org](riverridge210.org) website

*Click "**Family Access**" at the top right corner of the page.

*Sign in with your **PARENT Skyward login and password** that was provided to you with the final report cards.

*Once you are signed in, you will see an "**Online Registration**" tab along the left side.  Click on that tab and then click on your first student's name listed there.   All of the registration steps are listed on the right side of this page and need to be completed.  Directions on how to complete each individual registration step are found at the top of each step's page when you click into it.  Please read the directions carefully as they will tell you how to complete that step correctly.

*To begin, click Step 1a. "Student Information" on the right side of screen.  Review the information listed and make changes to any incorrect information. When all information is reviewed/updated, click **"Complete step 1a and move to step 1b"**.  Continue to review and update the information listed in each additional letter requirement (letters b-f) of Step 1. If the program does not allow you to change certain information in these steps, you will have to call or email the office to request the change and we will update it for you.  **A green check mark will appear in each step to let you know it is complete**.

***IMPORTANT:  During the school year, be sure to update the phone numbers and email addresses with the school. This is how you will receive important notifications about school cancellations due to weather or unexpected circumstances.  You will also receive notifications of important events throughout the year by text, phone calls and emails.**

*The next several steps are office and health forms that need to be filled out to complete the steps. **Click "view full screen" to see the form in its entirety.**  Complete all of the information boxes with the requested information on each form.  When the form is complete, click "**Complete Step_ and move to step_**" and the next form to complete will appear on the screen. Complete all of the information boxes with the requested information on the next form then click "Complete step_ and move to step_". Continue this process until all forms are complete.  **The forms with "NEW STUDENT" typed on them need to be completed by new families only.  If you are a returning family, please click the box next to "I do not want to fill out this optional form" at the top of the screen** when this "NEW STUDENT" form comes up.  The program will take you back to the registration home page with the registration steps listed at the right.  Click on the next step to complete (it will not have a green check mark beside it).  If the next step is a "NEW STUDENT" step, click on the step, click "I do not want to fill out this

optional form" at the top of the screen. Continue to do this through all the forms marked "NEW STUDENT". **If you are a new family, you must complete ALL of these NEW STUDENT steps and forms.**

* **"Complete Online Registration" step:** This screen will list all the registration steps and will show if they are completed. **If a step is marked "not complete", you will need to go back into that step to complete it before you are allowed to submit your registration.** If/when all steps are completed, **click "Submit Online Registration"** on this screen. **You will receive a confirmation email that registration is complete if all steps were completed and submitted correctly for your students.**

**If you have more than one student**, please click the "Online Registration" tab at the left. Click your next student's name from the list, and complete each step as before. Continue this process until all of your students are completed.

*If you are interrupted or need to take a break from online registration once you have started, you may click "Close and finish later" on the lower right side of the screen. It will save the progress you have made to that point and when you log back in to finish, you may start where you had left off previously.

* **REQUIRED HEALTH FORMS FOR NURSE LISA FOR THE UPCOMING YEAR:**

These forms are available to download and print on the riverridge210.org website under District #210, Registration, Nurse/Health Forms. **When you get the required health forms completed by the doctor or dentist, you can mail, email, fax, or send them into the school office with your student. Please send the forms "Attention to Nurse Lisa".**

*<u>General Health Physical</u>-REQUIRED for all New Students, Preschool, Kindergarten, 6th and 9th grade students

*<u>Dental form</u>-REQUIRED for all New Students, Kindergarten, 2nd, 6th, 9th grade students

*<u>Eye Exam form</u>-REQUIRED for all New Students and Kindergarten students

*<u>Sports Physicals</u>-REQUIRED for all 6th, 7th, 8th, 10th, 11th, 12th grade students planning to play in a sport. 9th grade students are covered through their required health physical.

**IN JULY, YOU WILL RECEIVE AN EMAIL WHEN REGISTRATION FEES ARE DUE TO BE PAID. PLEASE FOLLOW THE BELOW DIRECTIONS TO LOG IN AND MAKE YOUR REQUIRED PAYMENTS. YOU MAY ALSO COMPLETE A REGISTRATION FEE WAIVER AND/OR LUNCH APPLICATION AT THIS TIME IF YOU FEEL YOU QUALIFY.**

**HOW TO LOG INTO SKYWARD FAMILY ACCESS TO PAY YOUR REGISTRATION FEES AND MAKE A FAMILY FOOD SERVICE PAYMENT:**

1.  Go to the riverridge210.org website. Click "Family Access" at the top right corner.

2.  Log into Skyward using your parent login and password. Call the school if you do not have this information.

3.  When you are logged in, find the "Fee Management" tab along the left side. Click it.

4.     On the screen, each of your students will have a box with their fees listed inside. In the blue headings in one of your student's boxes, click "Make a Payment".  This will take you to the RevTrak payment center.  It should automatically connect you to your student's RevTrak payment account without needing to log in separately to this website.  If it does not, your RevTrak login is your email address and you set your password at a previous registration.  River Ridge does not have access to the RevTrak passwords.  You need to request a reset on the RevTrak login screen if you do not remember it.  NEW FAMILIES will need to set up their RevTrak login and password at this time.

5.     Parents need to pay for all of your students' "REQUIRED FEES" in this RevTrak payment screen.  Next to each of their required fees, click "Add to Cart".  Do this for each required fee until all fees you want to pay are added to the cart. **If you plan to complete a registration fee waiver for the district to review, DO NOT add the registration fee to the cart.**  Just add the classroom quarter milk fee, assignment notebook or Driver's Ed fee to the cart at this time and make your payment. The school will notify you if the fee waiver is approved or denied in August.  If denied, you will pay the registration fee at that time.

6.     There are a few "OPTIONAL FEES" listed at the bottom of your student's RevTrak payment account:  Yearbook, assignment notebooks and PE shirts depending on your student's grade level.  If you would like to purchase one of these at this time, you may add it to your cart.  These are not required to be purchased at this time.

7.     **Parents may make a payment to the family food service account while in your RevTrak account as well.  If you feel your family will qualify for free/reduced breakfast/lunch, please complete a lunch application at this time.  Directions are below.**

**\*\*If you purchased an assignment notebook or PE T-Shirt for your student, they will be given to your students the first week of school.  Yearbooks will be distributed when we receive them.**

## HOW TO FIND THE FEE WAIVER FORM IN FAMILY ACCESS IF YOU FEEL YOU QUALIFY:

1.     Go to the riverridge210.org website.  Click "Family Access" at the top right corner.

2.     Log into Skyward using your parent login and password.

3.     When you are logged in, find the "Online Forms" tab along the left side.  Click it.

4.     A box will open with your students' names listed in it.  Next to Registration Fee Waiver Application, click the blue link "Fill out this form".  Click Step 1 at the right and complete the entire form.  Click "Next Step" or "Complete step 1 and go to step 2".  Last, click "Submit form".
**You only have to complete this form under one student's name.   BE SURE TO LIST ALL SIBLINGS NAMES ON THE FEE WAIVER FORM.**

**HOW TO FIND THE LUNCH APPLICATION IN FAMILY ACCESS IF YOU FEEL YOU QUALIFY:**

1. Go to the riverridge210.org website.  Click "Family Access" at the top right corner.

2. Log into Skyward using your parent login and password.

3. When you are logged in, find the "Food Service" tab along the left side.  Click it.

4. At the top of this page, it will say "ALL STUDENTS" in red.  Click the arrow to the right and click one of your student's names from the drop down box.

5. Click "Applications" to the right of the Food Service heading.  A new box will open.  Click "Add Application". The application will open in a new box.  Read the opening letter and click "Next".  Follow the instructions on each page and complete all the information each page asks for.  **Be sure to submit the application as your last step.  Only one application needs to be completed per family.**


If you have any questions while paying your fees or finding the fee waiver or lunch application, Gloria is available at the school Monday-Thursday during the summer so you may call her at 815-858-9005. You may also email Terri Ludwig at tludwig@riverridge210.org for elementary students and Monica Klippert at mklippert@riverridge210.org for middle and high school students.