

Online Registration Process Summary for Returning Students

Step 1: Skyward Registration Process

The registration process is best completed using a desktop or laptop computer.

1. Click on the Skyward link on the Germantown Hills School District's website <http://ghills69.com>.
2. Login to Skyward using the **parent or guardian's** Skyward Access Login ID.
 - a. If you've forgotten your Password or Login ID, click on the Forgot your Login/Password? link shown below the Sign In button. Follow the instructions to retrieve your information using the Email Address you have associated with the Skyward account.
 - b. If you still do not have your Skyward Access Login ID after going through the previous step, please email or call Ms. Fiveland (fivelandm@ghills69.com) for K-4 students or Mrs. Silverthorn (silverthorns@ghills69.com) for 5-8 students.
3. Click on the Food Service Menu found in the navigation menu on the left.
4. **Write down each Student's Key Pad Number** (found on the right of the screen). **This is your student's Student ID and will be used during the payment process for the first time you use RevTrak.**
5. Click on the Home button on the navigation menu on the left.
6. Click on the Go to Online Registration for [YOUR STUDENT'S NAME] link found on the Homepage of your Skyward account.
7. Verify Student Information on each page, making changes where applicable.
 - a. **Health Exams** (scanned into one file) can be uploaded during Step 5. If you are not able to upload these health exams, return the completed exam forms to your student's office. The following are required by Illinois State law:
 - i. Kindergarten requires a physical, dental, and an eye exam
 - ii. Second Grade requires a dental exam
 - iii. Sixth Grade requires a physical, immunizations and a dental exam
 - b. Step 6 is the Optional Online Payment step. For more information see Step 2, Option A. To skip the online payment portion, click the "Next Step" button under the step overview menu on the right and see Step 2, Option B below.
8. Click on Complete Step button at the bottom of each page after information has been verified.
9. Click on "**Submit Online Registration**" button when you complete Step 7.

Step 2: Pay Fees

The optional online payment process is a convenient way to pay for your student's registration and school fees. A convenience fee of 3.62% is charged by RevTrak, but this charge has been WAIVED for all online payments during registration July 10 - July 21. The online payment process is found below in Step 2, Option A.

If you choose not to pay for the fees online, follow the steps in Step 2, Option B found below.

Elementary School Fees		
K-2	Registration Fee (does not include classroom supplies)	\$85.00
3-4	Registration Fee (does not include classroom supplies)	\$105.00
Middle School Fees		
5-8	Registration Fee	\$155.00
Lunch Fees		
K-8	School Lunch	\$3.00
K-8	Milk Only	\$0.35

* 5-8 students will no longer be dressing for PE, a uniform is not required.

Step 2, Option A: Pay Fees Online via RevTrak

1. Click on the “Make an Online Payment” button during Step 5 of the Online Registration process above. You can also visit <https://ghills69.revtrak.net/> directly.
2. Click on the Login button.
3. Log in to RevTrak or Create a New Account if you do not already have a RevTrak account, then log in.
4. Pay assigned fees
5. Complete the Payment Process.

Step 2, Option B: Pay Fees by Check

1. Write a check made payable to GHSD #69, for the total fee amount.
2. On the memo section of the check write your child’s name, Student ID, and a description of all of the fee types (i.e. Registration, Lunch) or include a note with your payment.
3. Return the check(s) to the Elementary office for incoming K-4 students and to the Middle School office for incoming 5-8 students in person or by mail to:

Germantown Hills School District #69
 Attn: Ms. Fiveland (K-4) OR Mrs. Silverthorn (5-8)
 103 Warrior Way
 Germantown Hills, IL 61548

Step 3: New Class List

1. Check to make sure you have completed the following items for your student by **July 21, 2023**:
 - Update and Confirm Registration Form (Step 1)
 - Pay Fees (Step 2)
 - Return Health Forms (Can be returned in Step 1 (online) or Step 2 (in-person or by mail))
2. When the above items are complete, your student will be placed on a class list. When the class lists are available to be viewed an announcement will be placed on the website.

Additional Assistance

If you need additional assistance with any of the above steps, please contact the office at 383-2121. The summer office hours are Monday - Thursday 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 3:00 p.m and Friday 8:00 a.m. - 12:00 p.m.

Due to vacation schedules office hours may vary, but one of the school offices will be open daily, Monday through Friday, excluding holidays.

Important Dates

- Registration Deadline: Friday, July 21, 2023
- 5th- 8th Back to School & Supply Night: Monday, August 14th (4:30 - 6:30 p.m.)
- Kindergarten Back to School & Supply Night: Tuesday, August 15th (4:30 – 5:30 p.m.)
- 1st-4th Back to School & Supply Night: Tuesday, August 15th (5:30 – 6:30 p.m.)
- First Day of School: Wednesday, August 16th