

Online Registration

What do I need to know before proceeding?

Online registration is the **required** method to register all current students attending Richmond-Burton High School for the 2019-20 school year. Before completing online registration:

- You **MUST** be an existing student. All incoming freshman from Nippersink are ready to use Online Registration. If you are a new student to the area you will need an appointment to register; call 815-678-4525.
- We recommend you complete schedule changes **BEFORE** you register online to make sure your fees are correct. Schedule changes can be made by emailing your child's school counselor. (Last names A - Ki and all Special Ed: Kelly Canavan is kcanavan@rbchs.com; Last name Kj - Z: Rebecca Botts is rbotts@rbchs.com) Please keep in mind that RB counselor's have limited summer hours so there may be a delay in response time. If this cannot be completed before noon on July 31st you can still complete online registration, but fees may not be 100% accurate.
- You do **NOT** have to wait for approval to be completed if you are applying for Free/Reduced Lunch as these applications will not be released from the state until after August 1st. Please be advised that fees will still show up until all forms are processed. Contact the school if you have questions.
- Visa, Mastercard, and Discover (both credit and debit) payments online are accepted for fees. If you wish to pay fees by check or cash, or are just prefer not to pay online you can pay fees at RB Monday thru Thursday during the summer office hours of 8 am to 2 pm; August 6th ~11 am to 8 pm; or August 7th ~ 8 am to 1 pm.

Online registration is easy and is available 24 hours a day from July 10th to noon on July 31st. All you need is your Skyward Username and Password. If you did not receive this information from RB in June, lost or forgot it please choose the "Forgot Your Login or Password" option under Skyward Family Access login window or contact registrationhelp@rbchs.com.

What will online registration be like?

Please click here for a [Quick Start Guide for Online Registration](#).

Do I have to complete the whole process in one sitting?

No! What is great about online registration is that you can come back at any time and pick up where you left off.

I have more than one child, do I have to complete the registration process for each child separately?

Yes! At the top of Skyward Family Access page is a drop down for each child, please complete all steps for each child that will be in attendance for the 2019-2020 school year.

What sorts of things can/should I buy extra during online registration?

During the last step, when you pay fees, you can Add Charges to your cart and pay for them all at once! These items will then be available at RB Monday thru Thursday during the summer office hours of 8 am to 2 pm;

August 6th ~11 am to 8 pm; or August 7th ~ 8 am to 1 pm. Here are some of the items you can order and their costs:

- Athletic Passes (Family - \$75, Adult - \$40, Student - \$30)
- **Gym Suits (Shorts - \$10, Shirts - \$7)**
- **Gym Padlock - \$5** - All students must have a school issued master lock for their p.e. locker. One can be used from previous years, but if you do not have one, you will need to purchase one from the front office

*Items bolded are usually purchased for incoming Freshman

What happens after I finish the online registration process?

The following is a quick checklist of what will happen after online registration is completed:

- You should receive a confirmation email after you complete the final step. If you did **NOT** get a confirmation email then you probably did not complete the steps necessary for online registration. If you are having trouble please contact registrationhelp@rbchs.com or call 815-678-6898
- If your child takes medications (prescription or over-the-counter) you must fill out and drop off the [Request for Administration of Medication](#) form. For more information from the Nurse's desk click [here](#).
- Be advised that Mr. Herchenbach will be checking out textbooks for all students at RB on August 6th~11 am to 8 pm; or August 7th ~ 8 am to 1 pm in the Library (S101) so be sure to pick them up! Those unable to attend may contact sherchenbach@rbchs.com to make other arrangements.

What about my child's schedule and depositing lunch money?

This can all be done through Skyward Family Access, however this is not a required step in the online registration process. Please log back into Skyward Family Access and choose Schedule from the options on the left to see your child's schedule, or click Foodservice - Make Online Payment to deposit lunch money. Or you can drop off a check/cash in the front office anytime as well as deposit money by credit card/debit card in the front office. More lunch program and payment information can be seen [here](#).

I need a Free/Reduced Lunch Form, where can I get it?

You can find the form for the 2018-2019 school year online. Please keep in mind that you must wait for the approval process to be completed before you will know if you qualify. As a reference, the qualification guidelines and application for the 2019/2020 can be found [here](#).

Do I have to pay for everything online - like yearbooks and fees?

No, if you are more comfortable paying for fees by check or cash you can do so at any time by stopping in during pay fees at RB Monday thru Thursday during the summer office hours of 8 am to 2 pm; August 6th ~11 am to 8 pm; or August 7th ~ 8 am to 1 pm.

The 2020 yearbook~

The yearbook can be purchased July 2nd or later on-line at www.jostensyearbooks.com or your direct link of <http://jostensyearbooks.com/?REF=A01931900> or by phone at 1-877-767-5217.

Can I pay for sports fees online?

Sports fees can be paid online through your skyward Family Access. Click on “add a fee” and select the team sport that your student will be participating in.

Where is the full version of the Technology AUP?

You can find the full verbiage of the AUP [here](#).

Is there any other information I should know about?

Other items of interest may be the 2019-20 [School Calendar](#), [Things You Should Know](#) and information on the [Booster Club](#)

My child needs a physical, what forms will I need to take to my doctor?

We have two forms for students, one for freshman and then one for every other grade level. You can find them below:

- [Freshman Physical Form](#)
- [All Other Grade Sports Physical Form](#) (used for sports only-if your child had a freshman physical they do not need an updated one)

How do I get started?

Follow this link to [Skyward Family Access](#), login and choose the 2019-2020 Online Registration option button that appears immediately after logging in. Make sure you follow each step one at a time and finish them completely before moving on to the next step.

IMPORTANT DATES TO REMEMBER

August 6th - Registration Wrap-up - 11 am to 8 pm: School counselors and school nurse will be available. Textbooks, Chromebooks & PE uniforms available for pick-up.

August 7th - Registration Wrap-up - 8am to 1 pm: School counselors and school nurse will be available. Textbooks, Chromebooks & PE uniforms available for pick-up.

August 14th - Freshman Orientation w/ Link Crew @ 8 am

August 19th - First Day of School @ 7:55 am

August 22nd - Open House @ 7 pm