TeacherEase Parent User Guide:
Online Registration

#IBTIGERPRIDE

Collaboration. Community. Commitment.

Online Registration Overview:

Review Policies and Forms

Visit our registration webpage and review all of our policies and forms.

Registration Email

You will receive an email indicating the online registration window is open.

Complete Registration Form(s)

You will see a link to online registration when you login to your parent account. An online registration form will need to be completed for each child.

Pay Fees

You have the option to pay online with a credit or debit card; however, if paying with check or cash please visit your child's school office.

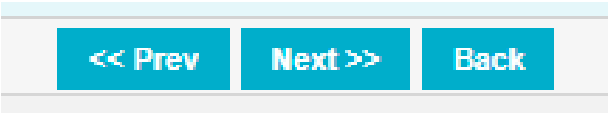
Important Notes:

- **You cannot save as you go** so please be sure to allocate enough time to complete the online registration form.

Navigation Tabs:

The online registration process is comprised of a series of **TABS** which organizes the information. Once you access a tab, you must complete all of the mandatory fields (denoted by asterisk *) before you can go on the next tab or review the previous tab.

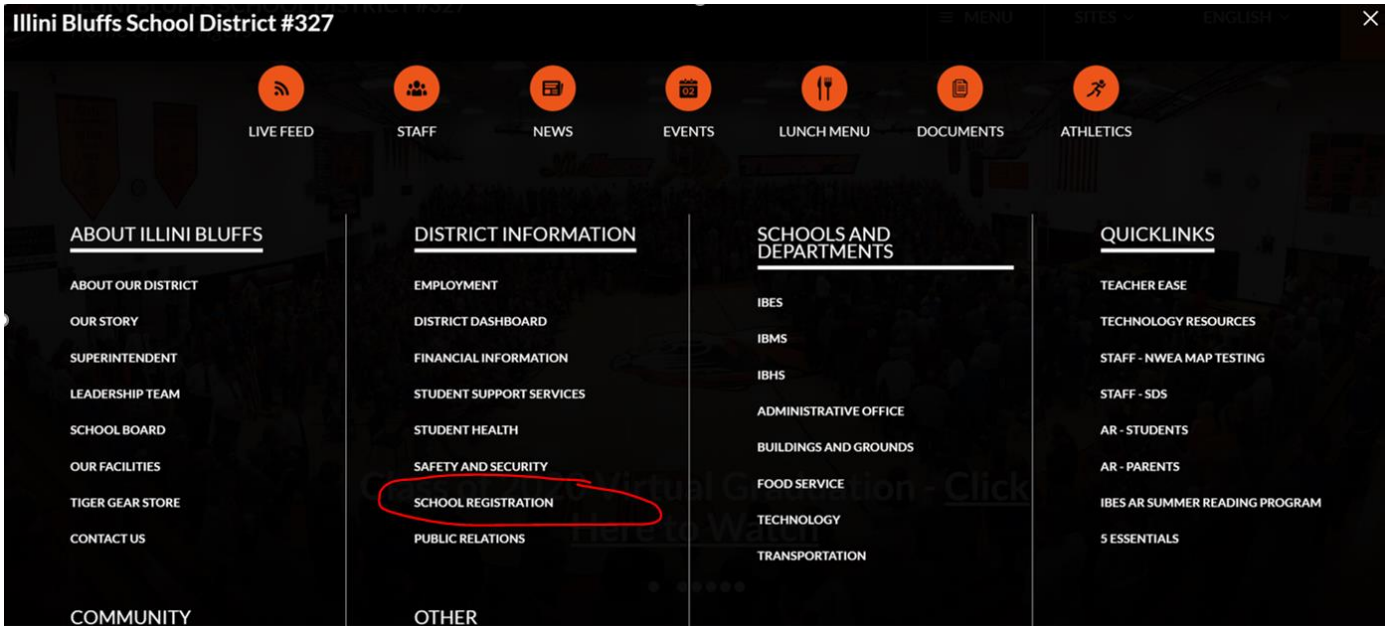
Navigation Buttons:



Please be aware that the **BACK** button is programmed to discard changes and take you back to the online registration homepage. If you need to review tabs be sure to click the **PREV** tab.

Step 1: Review Policies and Forms:

Please visit our website > click on menu > click on school registration



IBMS New Student Packet - Click Here

IBHS New Student Packet - Click Here

Policies

Click here to review our policies

Student Handbooks

Click here to review the school student handbooks

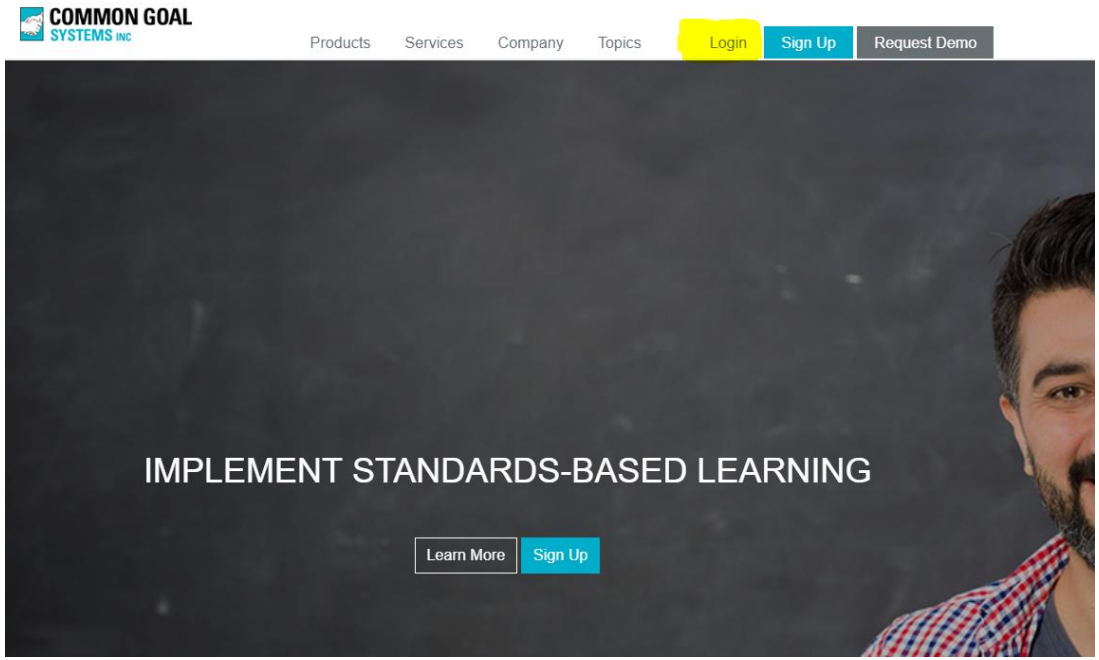
School Fees for 2020-2021

IBES:

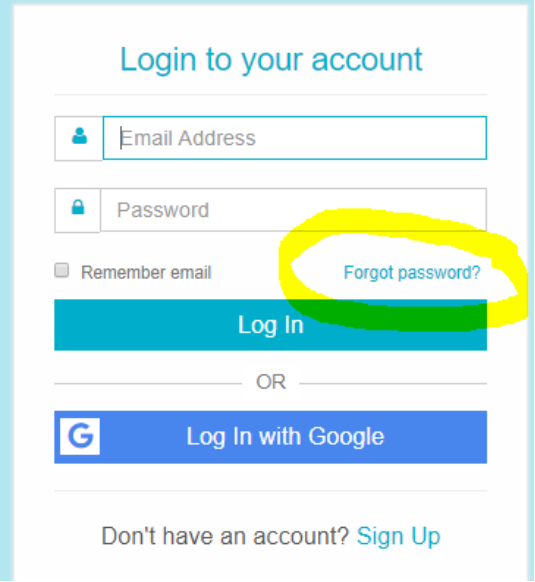
$75 FCF

Step 2: Login to Your TeacherEase Parent Account:

Go to www.teacherease.com and click on the “login” link



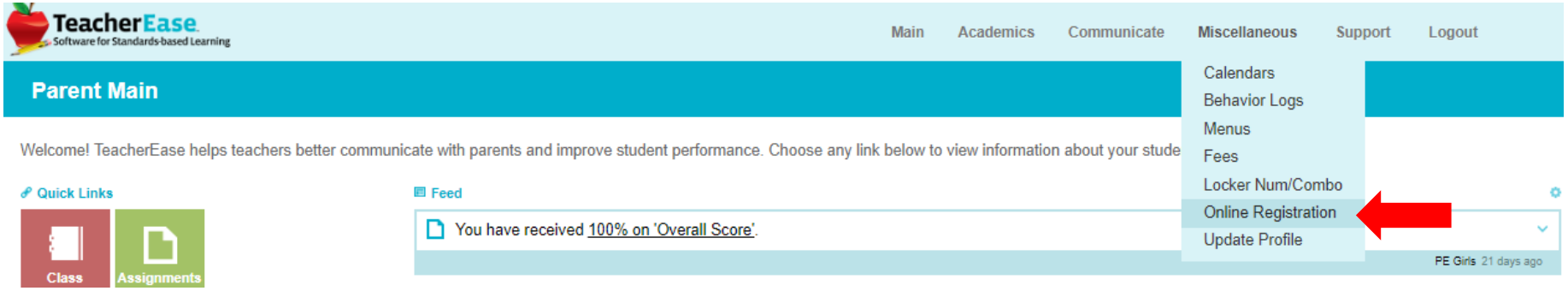
Input your email address and password. If you forgot your password, click on the “forgot password” link and the system will send a password reset to your email.



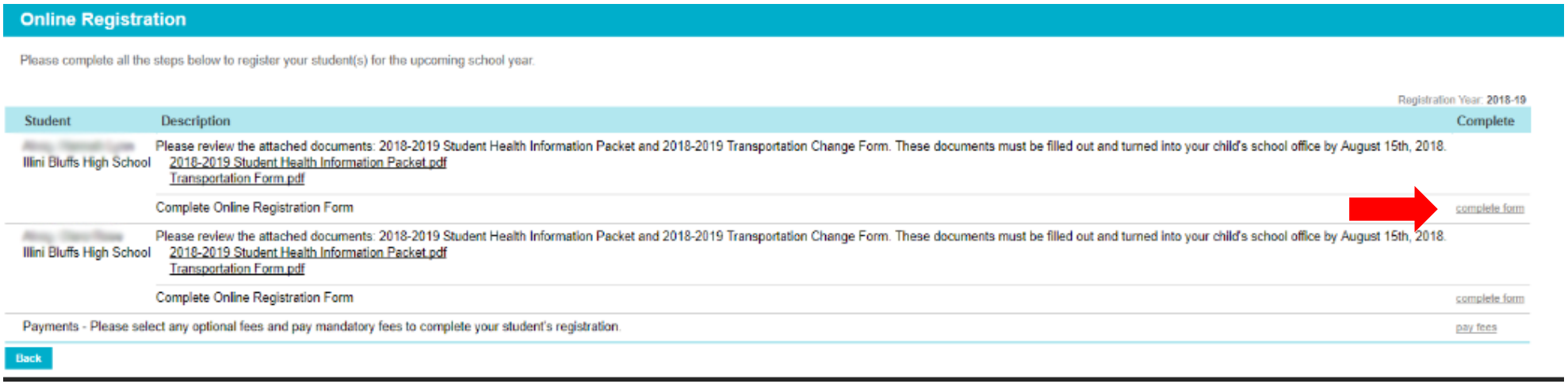
Step 3: Complete Online Registration Forms (One Per Child):

1.) Login to your TeacherEase Parent Account (www.teacherease.com) using the password you selected.

2.) Click on "online registration" under the Miscellaneous menu.



3.) Click on the "complete form" next to your first child.



4.) Review and update information on the STUDENT INFORMATION tab and click next

Student Information | Family Information | Emergency Contacts | Other Information | Authorizations

Please complete all student information fields.

*Is your child returning?		
*Child's Birth Date		
*Child's Gender		Male
*Ethnicity		Not Hispanic
*Race		Check all that apply: ☐ Asian ☐ Black or African American ☑ White ☐ American Indian or Alaska Native ☐ Native Hawaiian or Other Pacific Islander
Please enter/update your child's home address.	*Address 1	
	Address 2	
	Address 3	
	*City, State Zip	Mapleton IL 61547
Please enter/update your child's mailing address. (If applicable, please specify PO Boxes and apartment/unit numbers.)	*Address 1	
	Address 2	
	Address 3	
	*City, State Zip	Mapleton IL 61547
Please enter/update your child's home phone and your child's cell phone number (if applicable).	Home Phone	
	Cell Phone	
*Student lives with		Both Parents
*If other please specify		

CUSTODIAL INFORMATION
(Please be advised that legal documents pertaining to custody must be supplied to the school for the student's record file in order to honor any restrictions of non-custodial parents.)

*Are there any custodial issues for this child that school personnel should be aware of. (Please enter NA if none)	NA

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5.) Review and update information on the FAMILY INFORMATION tab (parent/guardian info) and click next.

Student Information | **Family Information** | Emergency Contacts | Other Information | Authorizations

Please complete all family information.

Custodial Parent/Guardian				Custodial Parent/Guardian			
Name:				Name:			
Relationship:	Father			Relationship:	Mother		
Address 1:				Address 1:			
Address 2:				Address 2:			
City, State Zip:	Mapleton	IL	61547	City, State Zip:	Mapleton	IL	61547
*Home Phone:		Work Phone:		*Home Phone:		Work Phone:	
Other Phone:		*Cell Phone:		Other Phone:		*Cell Phone:	
Employer:				Employer:			
Can Pickup	☑			Can Pickup	☑		

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6.) Review and update information on the EMERGENCY CONTACTS tab and click next.

** Click the delete link to completely delete the contact.*

** Click the "add emergency contact" button to add a new contact.*

Student Information | Family Information | Emergency Contacts | Other Information | Authorizations

Please complete all emergency contact information.

Emergency Contact Only delete

Name:			
Relationship:	Friend		
*Home Phone:		Work Phone:	
Other Phone:		*Cell Phone:	
Employer:			
Can Pickup	☐		

Emergency Contact Only delete

Name:			
Relationship:	Grandfather		
*Home Phone:		Work Phone:	
Other Phone:		*Cell Phone:	
Employer:			
Can Pickup	☑		

Emergency Contact Only delete

Name:			
Relationship:	Grandmother		
*Home Phone:		Work Phone:	
Other Phone:		*Cell Phone:	
Employer:			
Can Pickup	☑		

Add Emergency Contact

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7.) Complete fields on the COVID-19 RETURN TO SCHOOL tab and click next.

Student Information | Family Information | Emergency Contacts | **COVID-19 Return to School** | Other Information | Authorizations

REVIEW OF ILLINI BLUFFS #327'S RETURN TO SCHOOL PLAN AND SUPPORTING DOCUMENTS

*By selecting "YES" (parent/guardian) acknowledges having reviewed the district's Return to School Plan and all supporting documents.

METHOD OF INSTRUCTION

*Please indicate below whether your child will be attending in-person learning or will remain at home and will participate in remote learning.

BY SELECTING IN-PERSON LEARNING, YOU AGREE:

*To self-certify your child each day to ensure they are fever and symptom-free before riding a bus or entering a school building.

*Agree not to send your child to school if they have a fever or exhibit symptoms of COVID-19.

*Agree to review and help your child adhere to the guidelines of wearing a mask, practice social distancing, and hand washing.

BY SELECTING REMOTE LEARNING, YOU AGREE:

*To enroll in remote learning for an entire semester. (You will have the opportunity to change to in-person learning at the end of the first semester only).

*Understand that remote learning will be much more robust than this past spring and that your child must be accountable for completing all assignments.

*Remote learning is no longer pass/fail, but teachers will be utilizing the traditional or standards-based grading scales.

*You will monitor your child's performance each day.

*Understand that students enrolled in remote learning will not be allowed to participate in extra-curricular activities.

TRANSPORTATION

*As the COVID-19 pandemic continues, we are encouraging parents/guardians to transport their child(ren) to and from school for in-person learning. Following the CDC guidelines, the capacity of our school buses must be reduced. For in-person learning, we will be prioritizing students who have transportation written into their IEP and students classified under the McKinney-Vento law, students whose parents are not able to transport using personal vehicles, and students living outside of 1.5 miles from school.

If your child must utilize school transportation for in-person learning, please select YES. Otherwise, please select NO.

BY SELECTING "YES" TO DISTRICT TRANSPORTATION, YOU AGREE:

*To self-certify your child each day to ensure they are fever and symptom-free before riding a bus.

*Agree not to send your child to school if they have a fever or exhibit symptoms of COVID-19.

*Agree to review and help your child adhere to the guidelines of wearing a mask, social distancing, and hand washing.

*Agree to help your child adhere to the guidelines of sitting in an assigned seat with other family members, if applicable.

REMOTE LEARNING DEVICE (K-5 ONLY)

*If you elected to have your child participate in remote learning and they are in grades K-5, please select "YES" below if your child needs a device.

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8.) Complete fields on the OTHER INFORMATION tab and click next.

** Based on your child's grade level, the information on this page may change.*

Student Information | Family Information | Emergency Contacts | **Other Information** | Authorizations

BLACKBOARD CONNECT

We utilize an automated calling program called Blackboard Connect to notify parents of school closings and important announcements. Please enter up to two phone numbers (a primary number and a secondary number) below that you would like included to receive automated phone calls. If you would like additional phone numbers added please contact your child's school office. Please note: these numbers will be used for "automated mass calling" but our office staff will utilize the phone numbers listed under parent/guardian information and emergency contact information for our main form of communication in regard to your child.

*Primary Phone Number	
*Secondary Phone Number	

HOME LANGUAGE
(If the answer to either question below is yes, the law requires the school to assess your child's English language proficiency)

*Is a language other than English spoken in your home?	No
*If yes, what other language is spoken in your home?	
*Does your child speak a language other than English?	No
*If yes, what other language does your child speak?	

US ARMED FORCES

*Is either parent in any branch of the Armed Forces?	No
*Is either parent currently active in the Armed Forces for the 2018-2019 school year?	No
*If yes, please list the name of the parent that is a member of the Armed Forces	

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9.) Complete fields on the AUTHORIZATIONS tab and click the save button.

** Based on your child's grade level, the information on this page may change.*

Student Information | Family Information | Emergency Contacts | Other Information | **Authorizations**

TRUTH IN RESIDENCY	
*By selecting "YES" I (parent/guardian) understand the district's TRUTH IN RESIDENCY POLICY and my child's home address is my legal residence. I (parent/guardian) agree to provide documentation of residency as stated in the policy. I (parent/guardian) hereby certify that said child is a bona fide resident of District 327. I understand that I am liable for tuition charges if it is determined that residency is not established within District 327 and that said child will be immediately barred from attendance in all academic programs and extracurricular activities unless the required tuition is paid.	Yes
STUDENT PHOTO AND VIDEO RELEASE	
**By selecting "YES" I (parent/guardian) have read the STUDENT PHOTO AND VIDEO RECORDING POLICY and give permission to Illini Bluffs School District #327 to allow my child to be photographed/filmed by district personnel, media outlets including newspapers or televisions stations; or other District authorized persons for the use of publicizing or promoting District of IB community events. The publications and promotions of these events may occur by print or electronic media including websites	Yes
STUDENT PARENT/GUARDIAN HANDBOOK ACKNOWLEDGEMENT AND PLEDGE	
*By selecting "YES" we (parent/guardian and child) acknowledge reading the student handbook for my school and understand all rules, responsibilities and expectations and agree to the following guidelines. We (parent/guardian and child) pledge to adhere to all school and school district rules, policies, and procedures. We (parent/guardian and student) understand that the school student handbooks and school district polices may be amended during the year without notice, and that the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the school student handbooks and to school district policies as soon as it is practicable. The school student handbooks are listed on the district's website.	Yes
INSURANCE	
*By selecting "YES" I (parent/guardian) hereby certify that I have adequate health and accident insurance to cover my son/daughter while participating in sports activities. I will assume all responsibilities for any and all costs for accidents or injuries while my son/daughter is involved in athletics during the 2018-2019 season. If you wish to purchase additional insurance, please visit our website and follow the link for optional student insurance.	Yes
STUDENT TECHNOLOGY ACCEPTABLE USE POLICY	
*By selecting "YES" we (parent/guardian and child) acknowledge reading the district's STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT and understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I (parent/guardian) accept full responsibility for supervision if and when my child's use is not in a school setting.	Yes
IBMS and IBHS EXTRA-CURRICULAR CODE	
*By selecting "YES" we (parent/guardian and child) have read and agree to abide by all provisions of the ILLINI BLUFFS MS/HS SCHOOL EXTRA CURRICULAR CODE for the 2018-2019 school year.	Yes

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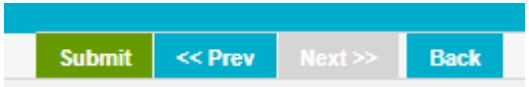
10.) Click on the green SUBMIT button



Repeat step 3 for each child

Step 4: View and Pay Fees:

Please note: Athletic fees will be assessed at the beginning of the season and HS Driver's Ed fees will be assessed at the beginning of the class.

If Paying Online With Credit or Debit Card

If paying online with a credit or debit card, click on the "pays fees" link located on the registration home screen. You must complete the registration form for each child before you can pay fees.

Online Registration

Please complete all the steps below to register your student(s) for the upcoming school year.

Registration Year: **2018-19**

Student	Description	Complete
Illini Bluffs High School	Please review the attached documents: 2018-2019 Student Health Information Packet and 2018-2019 Transportation Change Form. These documents must be filled out and turned into your child's school office by August 15th, 2018. 2018-2019 Student Health Information Packet.pdf Transportation Form.pdf	
	Complete Online Registration Form	✓
Illini Bluffs High School	Please review the attached documents: 2018-2019 Student Health Information Packet and 2018-2019 Transportation Change Form. These documents must be filled out and turned into your child's school office by August 15th, 2018. 2018-2019 Student Health Information Packet.pdf Transportation Form.pdf	
	Complete Online Registration Form	✓
Illini Bluffs Middle School	Please review the attached documents: 2018-2019 Student Health Information Packet and 2018-2019 Transportation Change Form. These documents must be filled out and turned into your child's school office by August 15th, 2018. 2018-2019 Student Health Information Packet.pdf Transportation Form.pdf	
	Complete Online Registration Form	✓
Illini Bluffs Elementary School	Please review the attached documents: 2018-2019 Student Health Information Packet and 2018-2019 Transportation Change Form. These documents must be filled out and turned into your child's school office by August 15th, 2018. 2018-2019 Student Health Information Packet.pdf Transportation Form.pdf	
	Complete Online Registration Form	✓

Payments - Please select any optional fees and pay mandatory fees to complete your student's registration. pay fees

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1.) Review your family's fees. Click on the General link to view fee details

Pay Registration Fees

Select optional fees you wish to pay for the upcoming school year. Mandatory fees have been automatically selected.

Registration Year: 2018-19

Student	Selected	Fee	Amount
[illegible] Illini Bluffs High School	☑	General	$215.00
	Subtotal:		**$215.00**
[illegible] Illini Bluffs High School	☑	General	$221.00
	Subtotal:		**$221.00**
[illegible] Illini Bluffs Middle School	☑	General	$200.00
	Subtotal:		**$200.00**
[illegible] Illini Bluffs Elementary School	☑	General	$64.00
	Subtotal:		**$64.00**
Payment Total:			**$700.00**

Continue Printable Back

Fees

Student: [illegible]

Year: **2018-19 Grade 11**

Account: General

Date	Category	Amount	Balance ($215.00)	Notes
6/15/2018	HS Class Dues	($15.00)	($215.00)	
6/15/2018	HS Tech Fee	($100.00)	($200.00)	
6/15/2018	HS Registration Fee	($100.00)	($100.00)	
Count: 3	**Fee: ($215.00)**		**Balance: ($215.00)**	

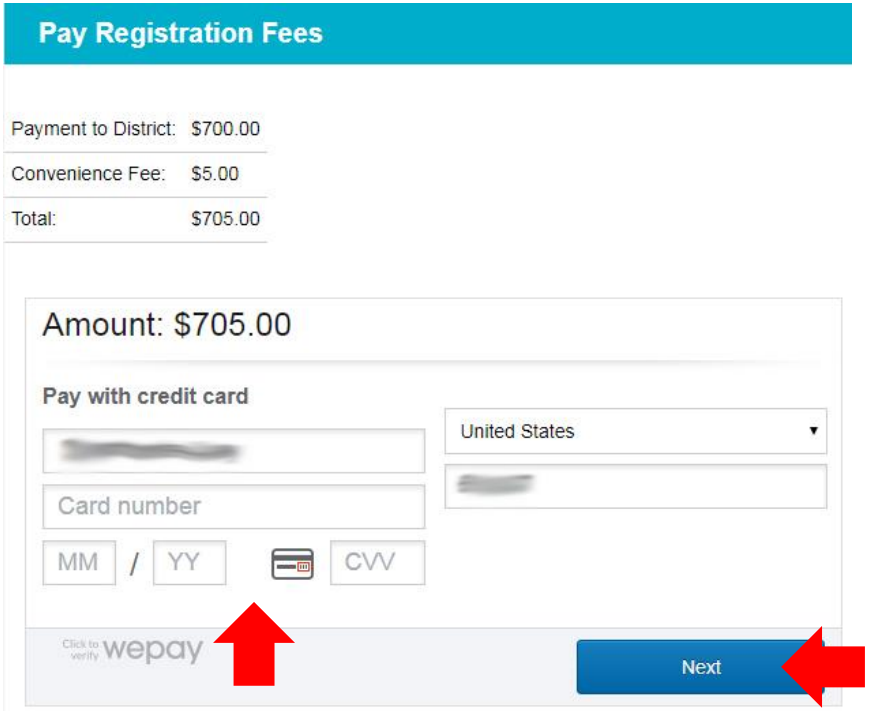
Close

2.) When ready to pay online, click the green continue button.

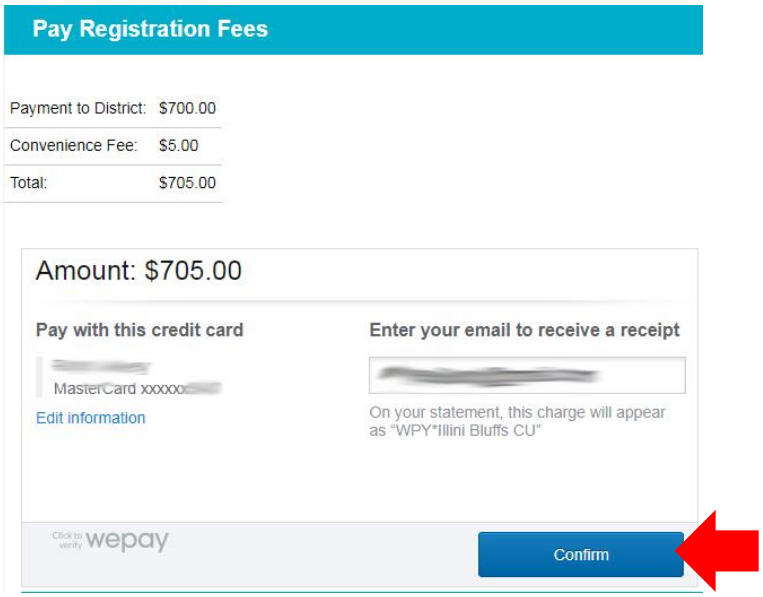
Student	Selected	Fee	Amount
	☑	General	$192.50
	Subtotal:		**$192.50**
	☑	General	$192.50
	Subtotal:		**$192.50**
	☑	General	$197.50
	Subtotal:		**$197.50**
	☑	General	$117.50
	Subtotal:		**$117.50**
Payment Total:			**$700.00**

Continue Printable Back

3.) Put in your credit card information and click next.



4.) You are asked to confirm the information and the email address you would like receipts emailed to. When ready click the confirm button.



5.) The payment will process and a printable receipt will be displayed. You will receive a receipt for each school your kids attend. In the example below, this family has kids in all three schools. *Please note: the convenience charge is only charged to one child in the family – you are **NOT** charged a convenience fee per child.*

Online Payment Receipt

Please print a copy of this receipt for your records.

Customer Name:	[redacted]
Customer Email:	[redacted]
Date/Time:	7/11/2017 4:42:53 PM
Payment to District:	$700.00
Convenience Fee:	$5.00
Total:	$705.00
Transaction ID:	w_155175116

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Receipt for your online payment to Illini Bluffs CUSD #327 Inbox x

no-reply@teacherease.com 4:42 PM (4 minutes ago)
to me

Thank you for your online payment. Keep this receipt for your records.

School District: Illini Bluffs CUSD #327
Customer Name: [redacted]
Customer Email: [redacted]
Date/Time: 7/11/2017 4:42:52 PM
Payment to School: $192.50
Convenience Fee: $5.00
Total: $197.50

Please contact Illini Bluffs CUSD #327 with any questions regarding this payment.

no-reply@teacherease.com 4:42 PM (4 minutes ago)
to me

Thank you for your online payment. Keep this receipt for your records.

School District: Illini Bluffs CUSD #327
Customer Name: [redacted]
Customer Email: [redacted]
Date/Time: 7/11/2017 4:42:53 PM
Payment to School: $390.00
Convenience Fee: $0.00
Total: $390.00

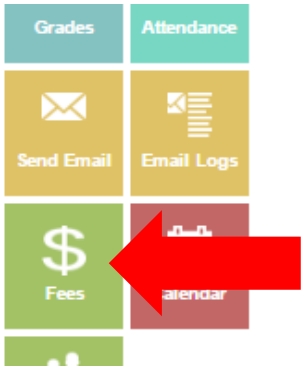
no-reply@teacherease.com 4:42 PM (4 minutes ago)
to me

Thank you for your online payment. Keep this receipt for your records.

School District: Illini Bluffs CUSD #327
Customer Name: [redacted]
Customer Email: [redacted]
Date/Time: 7/11/2017 4:42:53 PM
Payment to School: $117.50
Convenience Fee: $0.00
Total: $117.50

If Paying with Check or Cash

1.) You can view fees after registration by logging into your parent account and click on the "Fees" icon from the home screen.



2.) You will have access to your child's current lunch account balance and to your child's current general (registration fees) account balance. To view a breakdown of registration fees, click on the word "General".

Account	Balance ($92.65)
Lunch	$10.85
General	($103.50)

Make Online Payment | Back

1.) If paying by cash, please stop by your child's school office between the hours of 8:00 AM to 3:00 PM beginning August 3. If paying by check, please write "registration fees" on the memo line and either stop by your child's school office or mail it to the school. **All fee payments are due no later than August 14th.**

REGISTRATION CHECK LIST & REVIEW

Please make sure you have done all of the following:

____ **Review policies & forms on our website**

____ **Login to your TeacherEase account**

____ **Complete all tabs of the registration process**

____ **Click SAVE when finished & type your digital signature**

____ **Repeat steps 3 & 4 for each child**

____ **Log back in to view your fees invoice**

____ **Pay online via credit/debit card OR write "registration fees" in the memo line of each check**